

REACH

REACH Leadership STEAM Academy
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Handbook Addendums 2023-2024



Addendum includes the addition of two REACH Board approved policies, effective 2/29/24:

1. Classroom and School Volunteer, Visitation, and Removal Policy
2. Community Code of Conduct Policy

CLASSROOM AND SCHOOL VOLUNTEER, VISITATION, AND REMOVAL POLICY

While REACH Leadership STEAM Academy (“REACH” or the “Charter School”) encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, REACH also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, the REACH Board of Directors has established the following procedures, to facilitate volunteering and visitations during regular school days:

Definitions

- A “*visitor*” is defined as any person seeking to enter the school building who is not an employee or a current student at the Charter School. All visitors who are not parents or guardians of a student must have a specific and educationally relevant purpose for their visit.
- A “*volunteer*” is defined as any person who voluntarily offers and provides a service to the Charter School with Charter School approval without receiving compensation.

Volunteering

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee.
2. A volunteer shall also have on file with REACH a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the REACH Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with students.

3. Volunteering must be arranged with the classroom teacher and Executive Director or designee, at least forty-eight (48) hours in advance.
4. A volunteer may not volunteer in the classroom for more than three (3) hours per month.
5. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aide, the volunteer may leave their volunteer position for that day.
6. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality. Volunteers must sign in agreement that they have read and understand and agree to follow the Family Educational Rights and Privacy Act (“FERPA”) Policy.
7. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this Policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
8. Volunteerism by parents is encouraged but not mandatory. Any volunteer hours are tracked for purposes of maintaining data on the parent participation at the School.

Visitation

1. Visits during school hours should first be arranged with the teacher and Executive Director or designee, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents/guardians seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Executive Director or designee.
2. All visitors (including volunteers) shall register in the Visitors Logbook and complete a Visitor’s Permit in the main office immediately upon entering any school building or grounds when during regular school hours. When registering,

the visitor is required to provide their name, address, age (if under 21), their purpose for entering school grounds, and proof of identity.

3. For purposes of school safety and security, the Executive Director or designee may design a visible means of identification for visitors while on school premises.
4. All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g., fever, coughing) may be denied registration. When recommended or requested by the Department of Public Health, visitors will be required to wear personal protective equipment, such as masks, and practice social distancing. REACH reserves the right to implement additional measures for the protection of its school community, such as requiring forehead temperature checks before entry to the same extent being utilized for students and employees.
5. If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. REACH shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by REACH, consistent with the law. The REACH Board of Directors and Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.
6. Except for unusual circumstances, approved by the Executive Director, REACH visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.
7. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher's and Executive Director's written permission.
8. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Logbook in the main office.

Limitations of Volunteering or Visitation

1. The Executive Director or designee may seek the assistance of the police in managing or reporting any visitor or volunteer in violation of this Policy.
2. The Executive Director, or designee, may refuse to register a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
3. The Executive Director may direct a visitor without lawful business on campus to leave campus when the visitor's presence or acts interfere with the peaceful conduct of the activities of the school, or disrupt the school or its students, or school activities. Any visitor who is directed to leave by the Executive Director or designee will not be permitted to return to the Charter School campus for at least seven (7) calendar days.
4. The Executive Director or designee may withdraw consent to be on campus for up to fourteen (14) calendar days even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt REACH's orderly operation. Consent shall be reinstated whenever the Executive Director has reason to believe that the presence of the person will not constitute a substantial and material threat to the orderly operation of the school campus. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. The written request shall state the address to which notice of hearing is to be sent. The Executive Director shall grant such a hearing not later than seven (7) calendar days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.
5. The Executive Director or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Executive Director or designee shall inform the visitor that if the visitor reenters the school without following the posted requirements the visitor will be guilty of a misdemeanor.
6. This Policy does not authorize REACH to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

Posted Notifications

At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the Executive Director or designee is located, and what route to take to that office, and setting forth the penalties for violation of this Policy.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, the visitor will be guilty of a misdemeanor, which is punishable by a fine of up to \$500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.
2. Under California Education Code section 44811, any visitor whose conduct materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and is punishable, upon the first conviction, by a fine of no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both, the fine and imprisonment.
3. Disruptive conduct may lead to REACH's pursuit of a restraining order against a visitor, which would prohibit the visitor from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

COMMUNITY CODE OF CONDUCT POLICY

The REACH Leadership STEAM Academy (“REACH” or “Charter School”) Board of Directors (“Board”) enacts this Policy to ensure a safe, respectful, and hostile-free work and educational environment. This Policy is intended to provide a set of general principles and guidelines for family interactions with other enrolled families, school staff, visitors, and volunteers.

SCOPE

This Policy applies to all members of the REACH community: parents, guardians, foster parents, all other educational rights holders and caregivers, and visitors and volunteers (hereinafter collectively referred to as “community members”). This policy applies to in-person interactions on school grounds and at school-sponsored events, as well as to telephonic, email, and other online interactions.

CONDUCT EXPECTATIONS

- (a) When visiting or volunteering at the school, community members should observe all rules of the school, including checking in and out at the main office. For purposes of school safety and security, the **Executive Director** or designee may design a visible means of identification for visitors while on school premises. All visitors (including parents/guardians) are asked to comply with current mandated and recommended health and safety protocols. This Policy does not authorize REACH to permit a community member to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
- (b) REACH welcomes email communications. In today’s digital age, we understand that this is often one of the more convenient forms of communication. REACH teachers and staff shall strive to respond to emails within three (3) school days. If you are communicating regarding an urgent or emergency situation, please contact the school office directly. If you find yourself sending multiple emails a day or week, we encourage you to consider whether it may be more effective and beneficial to schedule a meeting with the teacher/staff to discuss your concerns rather than going back and forth via email.
- (c) Our teachers and staff are available to schedule dedicated time to speak with community members about their needs and concerns. That said, please be respectful of teacher and staff time and their duty to supervise and see to the needs of the students during the regular school day. If you would like to speak with a teacher or staff member, please avoid doing so without an appointment, especially if it is during drop-off or pick-up when the teacher or staff member’s attention may be most impacted.

- (d) If a community member feels that the actions of another enrolled child have infringed upon the rights of their own child, under no circumstances shall the community member approach the other child at school or at a school-sponsored activity, to address or chastise them regarding the situation. The community member may contact the classroom teacher or other administrator to report the incident. Alternatively, the community member may file written complaint pursuant to the school's General Complaint Policy, Uniform Complaint Procedures Policy, or Title IX, Harassment, Discrimination, Intimidation, & Bullying Policy. These policies and corresponding complaint forms are available for review on the school website or upon request.

- (e) If a community member has a question, concern, or grievance regarding a teacher or other staff member, the community member should first attempt to resolve the issue directly with the teacher/staff member in question. Please remember that confrontations in public spaces, or around students or other parents/staff can disrupt the educational environment and should be avoided. Community members are encouraged to schedule a private meeting with the teacher/staff member, at a time and place where their concerns can be discussed thoroughly and the actions giving rise to such concerns explained. When emailing a teacher/staff member, please note that you may not receive an immediate response. All school employees will respond to email communications as soon as possible, within three (3) school days. Alternatively, the community member may file written complaint pursuant to the school's General Complaint Policy, Uniform Complaint Procedures Policy, or Title IX, Harassment, Discrimination, Intimidation, & Bullying Policy. These policies and corresponding complaint forms are available for review on the school website or upon request.

- (f) All communications, whether oral or written, with other community members or school staff shall remain respectful and address the issues at hand. Yelling, taunting, threatening, or other abusive behavior, including cursing, using foul language, or making derogatory remarks, are not acceptable means of communication. Community members are expected to resolve issues through civil and respectful discourse, tone, and body language.

- (g) Community members shall be cognizant of setting a good example for students and maintaining a non-hostile educational environment. Derogatory or otherwise inappropriate comments against other community members or members of the school staff, while never condoned, shall categorically not be made in the presence of students. We request that community members air their grievances and voice their concerns in a productive manner, and through the appropriate channels, as described within this Policy and the Charter School complaint policies referenced above.

CONSEQUENCES FOR VIOLATION

If a community member violates the above conduct expectations, REACH may take any of the following actions:

1. The Executive Director or designee may issue a verbal or written warning to the community member.
2. The Executive Director, or designee, may refuse to register a community member seeking to visit or volunteer on campus or at a school-related activity off-campus if it is believed that the presence of the community member would cause a threat of disruption or physical injury to teachers, other employees, or students. The Executive Director or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds.
3. The Executive Director or designee may direct a community member without lawful business on campus to leave campus when the community member's presence or acts interfere with the peaceful conduct of the activities of the school, or disrupt the school or its students, or school activities.
4. Any community member who is directed to leave by the Executive Director or designee will not be permitted to return to the REACH campus for at least seven (7) calendar days. When a visitor is directed to leave, the Executive Director or designee shall inform the visitor that if the visitor reenters the school without following the posted requirements the visitor will be guilty of a misdemeanor pursuant to Cal Ed Code 32211(a).
5. The Executive Director or designee may withdraw consent to be on campus for up to fourteen (14) calendar days even if the community member has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt REACH's orderly operation. Consent may be reinstated at the discretion of the Executive Director prior to the expiration of the fourteen (14) calendar day timeline, whenever the Executive Director has reason to believe that the presence of the person will not constitute a substantial and material threat to the orderly operation of the school campus. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. The written request shall state the address to which notice of hearing should be sent. The Executive Director shall grant such a hearing not later than seven (7) calendar days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.



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6. If attempts to resolve the situation directly with the community member are unsuccessful, the Executive Director or designee may seek the assistance of law enforcement in managing or reporting any community members in violation of this Policy.

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