



## **Board Governance Policy #14** **CCDS School Civility and Visitation Policy**

While Chico Country Day School (“CCDS”) encourages parents/guardians and interested members of the community to visit CCDS and participate in educational activities, CCDS also endeavors to promote mutual respect, civility and orderly conduct within our school and seeks public cooperation with this endeavor. CCDS staff and students will treat parents and other members of the public with respect and shall be accorded the same in return. It is the intent of CCDS to maintain orderly educational and administrative processes that keep our school free from disruptions and prevent unauthorized persons from entering school premises.

CCDS encourages positive, respectful and considerate communication and actions, and discourages hostile, harassing, or excessive communication and actions. Uncivil conduct and disruptive behavior interfere with the ability of the school to provide a high quality education for our students. It is paramount that staff be able to serve all students equitably, without undue time demands that detract from their focus on student learning.

As such, parents and other visitors must adhere to the following policy in order to maximize the safety of the students and staff and minimize the disruption to the education environment.

- If a parent or guardian wishes to visit a classroom or have a conference with a teacher or other CCDS staff member of an enrolled student, an appointment should be set with the teacher during non-instructional time in advance. In order to request an appointment or classroom visit, parents should contact the staff member with whom they would like to meet. CCDS retains sole discretion to approve or deny appointment requests.
- All visitors shall register with the front office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds in a sign-in log book. For purposes of school safety and security, a visitors’ badge must be worn the entire time the visitor is on campus.
- The Director of Education or designee may refuse to register an individual if he or she has a reasonable basis for concluding that the visitor’s presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.
- Where the Director of Education or designee has reasonable cause to believe that a visitor has willfully disrupted the orderly operation of the CCDS’ campus or operations, he or she may take

steps to withdraw consent for that visitor to enter school grounds. This means that the visitor is barred from returning to campus for a period of time.

- The Director of Education or designee may seek the assistance of law enforcement in dealing with or reporting any visitor in violation of this policy.
- The Director of Education or designee may request that a visitor who has failed to register or who is otherwise barred from campus, promptly leave school grounds. The Director of Education or designee may inform the individual that he or she will contact law enforcement if the visitor refuses to comply.
- No electronic listening, photographic, or recording devices may be used by students or visitors on school grounds or on school sponsored field trips and other school activities without the Director of Education or designee's permission.
- Visitors should only come onto campus for the purpose(s) they designate in the sign-in log book. Visitors shall not get involved in situations which are the responsibilities of CCDS staff, such as directing other students and intervening in discipline situations. If visitors have access to student information, they shall not share student information with individuals who are not CCDS staff members without the Director of Education or designee's permission.
- Visitors shall not interfere with, disrupt, or in any way prevent or hinder a CCDS staff member in the performance of his/her job duties.
- School-age children who do not attend CCDS shall not visit CCDS during regular CCDS school hours without prior permission from the Director of Education or designee.

### **Penalties**

- CCDS does not endeavor to bar visitors from campus and will generally first seek to notify visitors if they violate this policy so that they can remedy any problematic behavior/actions. If visitors continue to violate this policy, the Director of Education may withdraw consent for this visitor to be on the school premises as permitted by law. In the interest of safety for the students and staff, the withdrawal of consent may be enacted immediately if deemed appropriate.
- If a parent or guardian of a potential student wishes to visit the campus or classroom, an appointment should be set with the Director of Education, or designee. CCDS retains sole discretion to approve or deny appointment requests.
- Pursuant to the California Penal Code sections 626-627.10, if consent for a visitor to remain/visit campus has been withdrawn and that visitor comes to campus without the Director of Education's permission, they may be **arrested and found guilty of a crime** which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.
- Further conduct of this nature by the visitor may lead to CCDS' pursuit of a restraining order against such visitor which could prohibit him/her from coming onto school grounds or attending CCDS activities for any purpose for a period of three (3) years.