

REGISTRATION OF VISITORS/GUESTS

Although not legally required, if the School does not have a policy, it may lack the ability to regulate who can come on school grounds including salespeople.

Posting of Notice

The Ross Valley Charter School Director or his or her designee shall post at every entrance a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave the Ross Valley Charter School premises, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing.

Procedures for Visitors to Ross Valley Charter School Premises

1. Any person who is not a student or of the Ross Valley Charter School or a Ross Valley Charter School officer or employee shall report his or her presence and the reason for visiting the Ross Valley Charter School to the School Director or designee immediately upon entering the Ross Valley Charter School premises.
2. The School Director or designee shall provide identification to be used by all visitors at all times while on Ross Valley Charter School premises. The visitor shall make this identification visible at all times. Regular classroom volunteers may be issued an ID card for the entire school year and may sign in/out at the designated location.
3. All visitors registering with the School Director or designee will provide the School Director or designee with his or her name, address, occupation, age, if less than twenty-one years-old, his or her purpose for entering the Ross Valley Charter School premises, and present proof of identity.
4. No person who furnishes the information set forth in this policy and who provides proof of identity shall be denied registration except if the School Director or designee has reasonable basis for concluding that the visitor's presence will or is likely to disrupt the Ross Valley Charter School, its students, its teachers, or its other employees or volunteers or result in damage to property or will result in the distribution or use of unlawful or controlled substances. The School Director and/or his/her designee may accompany any visitor/guest on the campus visit.
5. The School Director or designee may revoke a visitor's registration if the School Director or designee has reasonable basis for concluding that the visitor's presence on Ross Valley Charter School premises would likely interfere or is interfering with the peaceful conduct of Ross Valley Charter School activities or is disrupting the Ross Valley Charter School, its students, its teachers, or its other employees or volunteers.
6. Ross Valley Charter School employees and volunteers should at all times watch for strangers on the Ross Valley Charter School premises. Employees or volunteers who encounter a visitor not displaying the appropriate identification should ask the visitor whether he or she

has registered with the School Director or designee. Employees and volunteers should immediately inform the School Director or designee of any visitor who refuses to comply with registration requirements.

7. Any possession of unauthorized dangerous instruments, weapons, or devices on school grounds shall be reported immediately to the School Director or designee and may be reported to the local law enforcement agency.
8. Any person who fails to register within a reasonable time after entering the Ross Valley Charter School premises, who fails to leave upon the request of the School Director or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.
9. Adult Visitors/Guests will use the designated restrooms for adults and shall not enter student restrooms. Visitors/Guests shall be under the direct supervision of a Ross Valley School employee at all times to ensure the safety of our students, as well as that of the Visitor/Guest. Visitors/Guests may not be left alone with a student at any time.

Adopted: March 3, 2017

Amended: