

## **PARENTS ON CAMPUS**

Ben Franklin School is a closed campus. Under the Education Code and Penal Code 627 et al, **all visitors are required to register in the school office.** This provides parents an opportunity to advise the staff of their presence at school and of their needs. The electronic Raptor program is used to manage visitors on campus. You will continue to be required to present your identification to the office staff. Accepted forms of identification are as follows:

- Any state issued driver's license or identification card
- Mexican Matrícula Consular card
- Military ID (active duty or retired)
- Permanent resident card

Once the front desk staff scans the identification provided, Raptor checks the name against registered sex offender lists nationwide. Once you have been cleared through Raptor, the system will print a visitor badge with your name, picture and destination. You will not be required to complete this process if you are simply dropping off an item in the office or picking something up. However, if the purpose of your visit is to sign out a student prior to dismissal, visit a location on campus, or volunteer in a classroom, you will need to go through this process. This security procedure is district-wide to help ensure the safety of all students and staff. Our goal is to continue to provide a welcoming and warm environment for our parents, students and staff while simultaneously communicating a culture of safety and security to the community. Persons not listed on the emergency card may be denied access.

Parents and children not enrolled at Ben Franklin are not permitted on the playground at any time.

Any concerns that a parent may have regarding a child other than their own must be brought to the attention of administration. Parents may not speak to another child regarding any incident between their own child and another student. By approaching a child on or off campus, you violate his/her rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have no authority over any other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning students are properly addressed.

## **SCHOOL VISITATION/CLASS VOLUNTEERS**

The school office is open Monday through Friday 8:00 a.m. – 3:30 p.m. As a public school, we maintain a campus that is open to visitors who have a purpose for being on campus and whose presence is in no way disruptive to the instructional program or other school operational procedures. All visitors must sign in at the office and receive a visitor's badge. The school campus is closed to non-school personnel before school. If you wish to visit or volunteer in a classroom, please make an appointment by calling the school or contacting the teacher at least one day ahead. Classroom teachers may determine whether they wish to use parent helpers in their classrooms. A teacher desiring to schedule parent helpers must designate the time and day helpers may come to their classroom.

The following may not be used on campus during visits: tape recorders; cell phones; electronic devices; any other item making noise. Preschool or other children not enrolled at our school may not accompany parent visitors or helpers to classrooms due to safety issues and impact to instructional time but may attend award assemblies, class presentations, and plays to see siblings recognized or perform.