



Long Valley Charter School

A Non-Profit Public Benefit Corporation

School Visitor Screening		
Approved by: LVCS Board of Directors	Adopted: 5-20-26	Policy #: 5016

Long Valley Charter School (LVCS) is a nonprofit public benefit corporation that operates two individual charter schools: Long Valley School and Thompson Peak Charter School. This policy applies to both schools equally and the schools are collectively referred to as “Charter School.”

1. Purpose

The Board of Directors encourages interested parents/guardians, community members, and stakeholders to visit the Charter School and view the educational program. However, to ensure the safety and security of students, staff, and campus assets, the Executive Director /Superintendent or designee shall establish a standardized visitor screening process for all non-school personnel entering school premises.

The purpose of this policy is to create a secure learning environment through automated background screening while maintaining a welcoming climate for parents, guardians, and authorized community partners.

2. Authority & Legal Framework

As an independent Local Education Agency (LEA), and in accordance with the Charter Schools Act (California Education Code Section 47600 et seq.), the Board of Directors retains the authority to establish rules and regulations governing campus access to fulfill its charter petition commitments regarding safety.

- **Denial of Access:** Pursuant to California Penal Code Sections 626.7 and 626.8, the site administrator or designee has the explicit legal authority to deny access to, or request the immediate departure of, any individual whose presence threatens the peaceful and orderly operation of the Charter School.
- **Registered Sex Offenders:** Pursuant to California Penal Code Section 626.81, any individual required to register as a sex offender under California law must obtain prior written permission from the Charter School's Executive Director / Superintendent or designee before entering school grounds.
- **Classroom Restrictions:** Under the local governing authority of the LEA to prevent classroom disruptions and protect student privacy, the use of any electronic listening or recording devices in any classroom is strictly prohibited without the prior written consent of the site administrator.

3. Applicability

This policy applies to all non-school personnel, including but not limited to parents/guardians, volunteers, contractors, vendors, guest speakers, and event attendees.

Exemptions

The immediate identity-scanning requirement shall exclude:

- Law enforcement, emergency medical personnel, and firefighters acting in the line of duty.
- Charter School employees.

4. Data Privacy & Compliance

The Charter School is committed to protecting the privacy of visitor data. Information collected by the automated visitor management system is restricted solely to verifying identity and screening for student safety compliance.

- Data collected through the system will be securely stored, heavily restricted, and accessed only by authorized LEA personnel.
- The Charter School will comply with all relevant data privacy standards, including the California Consumer Privacy Act (CCPA) where applicable, and the Family Educational Rights and Privacy Act (FERPA) for any intersecting student records.

Visitor Screening Procedures (for Policy 5016)

1. Registration and Screening Procedures (Verkada System)

All visitors must report directly to the Charter School's main administrative office immediately upon arriving on campus. Visitors are not permitted to wander the campus or bypass the front office.

1. **Identification:** The visitor must present a valid, government-issued photo identification card (e.g., California Driver's License, State Identification Card, Military ID, or Passport) to the front office staff.
2. **System Scan:** Office staff will scan the ID through the Verkada Visitor Center automated management system. The system will extract the visitor's name, date of birth, and photo to check against national sex offender registries and custom LEA-managed exclusion lists.
3. **Badge Issuance:** Upon an approved screening result, the system will generate a time-sensitive, photo-bearing visitor badge. The visitor must wear this badge prominently on their outermost clothing at all times while on school grounds.
4. **Check-Out:** Upon completing their visit, the visitor must return to the main office, check out through the Verkada system, and safely discard their badge.

2. Contractor and Vendor Verification

A distinction is made between casual campus visitors and independent contractors:

- **Casual Vendors/Delivery Personnel:** Individuals making short-term deliveries who remain in the front office or under direct staff supervision must check in via the Verkada system.
- **Long-Term/Unsupervised Contractors:** Any contractor or vendor whose duties involve ongoing contact with students or work on school grounds when students are present must undergo formal fingerprinting and a criminal background check via California Department of Justice (DOJ) Live Scan as mandated for all public and charter schools by California Education Code Section 45125.1. Verkada screening alone does not satisfy this statutory requirement.

3. Screening Discrepancies and Disqualifying Criteria

An individual will be denied immediate access to campus if the Verkada screening system or manual administrative review indicates any of the following active criteria:

Absolute Disqualifiers (Immediate Denial)

- A confirmed match on any state or national registered sex offender database (unless prior written administrative approval has been granted per PC 626.81).
- An active, unexpired restraining order or court order restricting the individual from contact with a specific student or staff member at the school site.
- Any active, unexpired warrant for arrest, regardless of the underlying offense.
- Recent convictions for violent felonies, child abuse, neglect, endangerment, kidnapping, or weapons-related offenses.

Case-by-Case Administrative Review

The site administrator (Executive Director, Principal, or Vice Principal) may conduct an administrative review to determine if campus entry is appropriate for individuals with historical, non-violent flags, including:

- Non-violent offenses older than 5 to 10 years with demonstrated evidence of rehabilitation.
- False positives or identity mismatches generated by the automated system.

4. Protocol for Denial of Access

If the Verkada system flags an individual or if an administrator determines an entry must be denied, office staff must execute the following protocol:

1. **Maintain Discretion:** Staff must handle the denial quietly and privately. Staff should not announce the system flag aloud or alarm other individuals in the office.
2. **Isolate the Interaction:** The visitor should be requested to step into a private office or a low-traffic area to speak with an administrator.
3. **Administrative Notification:** Office staff will immediately notify the principal or designated site administrator to take over the interaction.
4. **Law Enforcement Escalation:** If the individual becomes disruptive, aggressive, or refuses to leave the school premises upon being denied entry, the site administrator will immediately invoke California Penal Code Sections 626.7/626.8 and contact local law enforcement.

5. Appeals and Reconsideration Process

Any individual who is denied campus access via the screening protocol has the right to appeal the decision:

- **Step 1:** The visitor may request a written explanation of the denial from the site administrator.

- Step 2: If unsatisfied, the visitor may submit a written appeal to the Charter School Executive Director or their designated safety compliance officer within ten (10) school days of the denial.
- Step 3: The Executive Director or designee will review the appeal, evaluate the screening records, check for system inaccuracies, and issue a final written determination within fifteen (15) school days.