



## Magnolia Public Schools

### Regular Community and Parent Engagement Committee Meeting

Published on December 8, 2017 at 4:03 PM PST

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#### **Date and Time**

Thursday December 14, 2017 at 5:30 PM PST

#### **Location**

2840 W 1st Street, Santa Ana, CA 92703

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Access to the Board Meeting: Any interested parties or community members from remote locations may call in to the number below.

Teleconference: 1-844-572-5683 Code: 1948435

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the MPS central office. If you need special assistance to attend the meeting or translation services, please notify Barbara Torres at (213) 628-3634 x100 to make arrangements and accommodations.

Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 250 East 1st Street Ste. 1500 Los Angeles, CA 90012.

Community and Parent Engagement Committee Members:

Mrs. Diane Gonzalez  
Mr. Haim Beliak  
Ms. Sandra Covarrubias

CEO and Superintendent  
Dr. Caprice Young

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#### **Agenda**

**Purpose**

**Presenter**

**Duration**

##### **I. Opening Items**

**A.** Call the Meeting to Order

**B. Record Attendance and Guests**

**C. Pledge of Allegiance** 1 m

**D. Public Comments** 5 m

**E. Approval of Agenda** Vote 1 m

**F. Approve Minutes** Approve Minutes

Approve minutes for Regular Community and Parent Engagement Committee on January 18, 2017

**G. Approve Minutes** Approve Minutes

Approve minutes for Community and Parent Engagement Committee Meeting on November 17, 2016

**II. Discussion Items**

**A. Enrollment Update as of December 5, 2017** Discuss Ismael Soto 3 m

**B. Home Visit Update for all Magnolia Science Academies** Discuss Ismael Soto 10 m

**C. Volunteer Policy - Conditions for Classroom and School Volunteer, Visitation, Shadowing, and Removal** Discuss Ismael Soto 5 m

**D. Policy Update** Discuss Ismael Soto 5 m

**III. Closing Items**

**A. Adjourn Meeting** Vote

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** F. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**

Minutes for Regular Community and Parent Engagement Committee on January 18, 2017

DRAFT



## Magnolia Public Schools

### Minutes

#### Regular Community and Parent Engagement Committee

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**Date and Time**

Wednesday January 18, 2017 at 6:00 PM

**Location**

Teleconference Dial: 1.844.572.5683 Code:1797078

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**Regular Community and Parent Engagement Committee Meeting**

Access to the Board Meeting: Any interested parties or community members from remote locations may attend the meeting at the addresses where the Board members are joining the meeting from:

Remotely by dialing in to the numbers provided above

- MPS Home Office: 250 E. 1st St Ste 1500 Los Angeles, CA 90012
- MSA Santa Ana: 2840 W. 1st St. Santa Ana, CA 92703 (Dr. Remzi Oten)
- 5113 Babette Ave Los Angeles, CA 90066 (Ms. Diane Gonzalez)

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Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 250 East 1st Street Ste. 1500 Los Angeles, CA 90012.

Community and Parent Engagement Committee Members:

Mrs. Diane Gonzalez  
Dr. Remzi Oten

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CEO and Superintendent  
Dr. Caprice Young

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**Committee Members Present**

A. Rubalcava, D. Gonzalez (remote), R. Oten (remote)

**Committee Members Absent**

*None*

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**I. Opening Items**

**A. Call the Meeting to Order**

D. Gonzalez called a meeting of the Community and Parent Engagement committee of Magnolia Public Schools to order on Wednesday Jan 18, 2017 @ 6:10 PM at Teleconference Dial: 1.844.572.5683 Code:1797078.

**B. Record Attendance and Guests**

Please refer to the attendance information above

**C. Public Comments**

There were no public comments

**D. Approval of Agenda**

D. Gonzalez made a motion to Approve the Agenda as presented.

R. Oten seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

R. Oten Aye

D. Gonzalez Aye

**E. Approve Minutes of Regular Community and Parent Engagement Committee Meeting- November 17, 2016**

D. Gonzalez made a motion to approve minutes from the Community and Parent Engagement Committee Meeting on 11-17-16.

R. Oten seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**II. Discussion Items**

**A. Civic Engagement Associates Update**

A. Rubalcava, Chief External Officer (CXO), discussed the background and purpose of the Civic Engagement Program(C.E.P) that was launched through grants and is currently working with MSA-1, 3, 4 and 8. The purpose and intention of the C.E.P is to create a civically minded community to work in conjunction with each Associate in the team.

Each Civic Engagement Associate discussed their goal and update for each school that they are working with. Past events held and supported by the C.E.P help build a stronger community for the schools, bring in parents that were not familiar with Magnolia and continue to develop our parent leaders to help continue what has been established.

**B. MPS Recruitment Plans and Community Partnerships**

A. Rubalcava, Chief External Officer (CXO), led the discussion. The Dean of Culture from MSA-1, 2, 3, 8, and Santa Ana communicated how they are recruiting and building community partnerships by showing the support in the following: growing attendance at charter school fairs, promoting and showcasing STEAM, building rapport with council members, reaching out to the local community for sponsorship, reaching new and current parents, partnering with Colleges, and being present during sports. The smaller schools are relying more on the home office for support in recruitment and community partnerships since they do not have a Dean of Culture.

**C. Home Visits Update for all Magnolia Science Academies**

A. Rubalcava, Chief External Officer (CXO), led the discussion and explained the significance of Home Visits at Magnolia. Each Dean and Admin that were on the line disclosed how many home visits were done to date while updating the committee members on the Recruitment Plans and Community Partnerships.

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:10 PM.

Respectfully Submitted,  
D. Gonzalez

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items

**Item:** G. Approve Minutes

**Purpose:** Approve Minutes

**Submitted by:**

**Related Material:**

Minutes for Community and Parent Engagement Committee Meeting on November 17, 2016

DRAFT



## Magnolia Public Schools

### Minutes

#### Community and Parent Engagement Committee Meeting

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**Date and Time**

Thursday November 17, 2016 at 7:00 PM

**Location**

Teleconference Dial: 1.844.572.5683 Code:1948435

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**Regular Community and Parent Engagement Committee Meeting**

Community and Parent Engagement Committee Members:

Mrs. Diane Gonzalez  
Dr. Remzi Oten

CEO and Superintendent  
Dr. Caprice Young

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**Committee Members Present**

D. Gonzalez (remote), R. Oten (remote)

**Committee Members Absent**

*None*

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**I. Opening Items**

**A. Record Attendance and Guests**

Both committee members joined remotely.

**B. Call the Meeting to Order**

D. Gonzalez called a meeting of the Community and Parent Engagement committee of Magnolia Public Schools to order on Thursday Nov 17, 2016 @ 7:01 PM at Teleconference Dial: 1.844.572.5683 Code:1948435.



**C. Public Comments**

There were no public comments.

**D. Approval of Agenda**

The agenda was approved unanimously, as presented.

**E. Approve Minutes of Regular Community and Parent Engagement Committee Meeting- February 11, 2016**

D. Gonzalez made a motion to approve minutes from the Regular Community and Parent Engagement Committee Meeting on 02-11-16.

R. Oten seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**F. Approve Minutes of Regular Community and Parent Engagement Committee Meeting- June 02, 2016**

D. Gonzalez made a motion to approve minutes from the Regular Community and Parent Engagement Committee Meeting on 06-02-16.

R. Oten seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**II. Discussion Items**

**A. 2016-17 OCD Goals and Objectives and MPS Stakeholder Survey Results for 2015-16**

I. Soto, Director of Partnerships and T. Velazquez, Communications Associate, presented the committee members with updates on partnership goals, current partnerships, marketing goals and other details that relate to the MPS Communications Department. A. Rubalacava, Chief External Officer, informed the committee of the communication and community goals related to MPS school sites. School administrators then presented their school goals related to community involvement and school's parent, student and staff surveys. This was a discussion item, no actions were taken.

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:21 PM.

Respectfully Submitted,  
R. Oten

# Cover Sheet

## Enrollment Update as of December 5, 2017

**Section:** II. Discussion Items  
**Item:** A. Enrollment Update as of December 5, 2017  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** IIA Enrollment Update.pdf



Board Agenda Item #	Agenda # II A
Date:	December 14, 2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Ismael Soto, Interim Chief External Officer
RE:	Enrollment Update as of December 5, 2017

### Proposed Board Motion

Information item, no actions required.

### Background

The Outreach & Communications Department (OCD) at the home office worked with all MSA schools to meet targeted enrollment numbers in preparation for the 17-18' school year. In addition, since Ismael Soto has taken on the Interim Chief External Officer position in August 2017, the OCD has developed a partnership with Staples Business Advantage-Print and Marketing department to develop a multi-faceted enrollment campaign. This includes Every Door Direct Mail (EDDM) campaigns, promotional items, banners, as well as other print materials. The OCD has launched an Enrollment Social Media campaign as part of our new enrollment approach. We have provided all MSA's with a week by week Facebook and Twitter plan (see attached) starting in the month of October. They will receive a 4-week plan every month for the remainder of the year.

These enrollment figures are based on the student information system Coolsis enrollment summary which delivers up to date enrollment numbers for all Magnolia schools. We will continue develop more effective and efficient enrollment processes. This includes developing an electronic online and mobile student enrollment and school choice platform. This will significantly streamline the manner in which Magnolia monitors and supports schools in reaching or exceeding their enrollment numbers in order to maximize the funding all school communities have accessible for our students and families.

### Analysis (If applicable)

Magnolia Public Schools spends hundreds of hours and tens of thousands of dollars every year managing enrollment processes for new, returning, and transferring students. In most cases, it is an expensive, time consuming, and arduous process to keep track of paper based forms, lotteries, spreadsheets, statuses, follow up communications, supporting documents, and information to manually enter internal databases. Parents are also forced to follow an endless paper trail of forms to complete and return throughout the year. Administration teams are typically forced to use several different tools and systems to organize, execute, and record these processes, making the whole cycle inefficient and frustrating.

An online and mobile enrollment platform for K12 schools is critical to streamline and simplify the management of parent-school interactions at Magnolia Public Schools. Through the use of an online and mobile student enrollment and school choice platform, schools save hundreds of hours per year on manual processes surrounding admissions, communications, managing forms, and tracking students while gaining greater insight and visibility into the real-time status of enrollment.

As part of our analysis, we have discovered that major school districts such as the Los Angeles Unified School District (LAUSD) and Charter Management Organizations such as Partnerships to Uplift Communities (PUC) Schools have transitioned to electronic enrollment platforms. These platforms are not depended on a parent of guardian having an email account, but rather give them an option to enroll and receive notifications via their mobile devices.

The home office has vetted the online and mobile enrollment platform for K12 schools with MPS principals and home office leadership teams and is in the process of seeking a contractor to have a Request for Proposals (RFP) completed.

#### Budget Implications

These enrollment numbers and future projections are being used to calculate the 2017-18 budgets for all of MPS.

#### Exhibits (attachments):

- Enrollment Social Media Campaign\_Oct 2017 (4)
- Board Agenda Cover Page - MPS Enrollment Update
- Enrollment\_summary\_Dec\_2017.pdf

School	Pending	Waitlisted	Accepted	Active	Act. has int.	Act. has no int.	Act. unk. int.	Total Exp	Capacity	Seats Left	Percentage %
Magnolia Science Academy-1	10	88	0	544	0	0	0	544	615	71	88.6
Magnolia Science Academy-2	3	7	0	464	0	0	0	464	492	28	94.5
Magnolia Science Academy-3	0	12	0	466	0	0	0	466	555	89	84.12
Magnolia Science Academy-4	0	0	0	178	0	0	0	178	230	52	77.73
Magnolia Science Academy-5	0	9	0	211	0	0	0	211	240	29	88.28
Magnolia Science Academy-6	0	0	0	159	0	0	0	159	192	33	83.25
Magnolia Science Academy-7	0	27	0	291	0	0	0	291	314	23	92.97
Magnolia Science Academy-8	2	1	0	489	0	0	0	489	582	93	84.17
Magnolia Science Academy-San Diego	8	0	0	413	0	0	0	413	440	27	94.08
Magnolia Science Academy-Santa Ana	6	31	0	734	0	0	0	734	848	114	86.66
	29	175	0	3949	0	0	0	3949	4508	559	87.6



# ENROLLMENT SOCIAL MEDIA CAMPAIGN

## OCTOBER 2017

MAGNOLIA PUBLIC SCHOOLS  
250 E. 1st Street Suite 1500, Los Angeles, CA 90012

## OBJECTIVE

This document outlines the content strategy for the Magnolia Public Schools **Enrollment Social Media Campaign** for the month of October 2017. This campaign will focus on recruitment, enrollment, celebrations, as well as, educating our audiences about the programs we offer. This plan includes a series of posts on Facebook and Twitter that will direct audiences to the enrollment page on each respective school's website. This campaign – although in four-week increments – is a year-long project and by following this plan we believe it'll impact and increase our enrollment for the upcoming school year.

### **THIS CAMPAIGN WILL INCREASE YOUR:**

1. ***School Exposure*** – awareness of the school and programs that are offered
2. ***Online Traffic*** – website viewership
3. ***Online Enrollment*** – amount of online pre-enrollment forms submitted

## CHANNEL STRATEGY

To have a successful campaign, we have decided to use two platforms – **Facebook and Twitter**. School site social media profiles are reflective of the school's culture and program; therefore, we want to make sure that we start with only two platforms and strengthen them to reflect a well-rounded program. As we progress in the social media campaign we will increase the number of platforms we engage.

## TARGET AUDIENCE

**The target audience for this campaign is prospective parents and students.** The language on the two social-media platforms will engage parents and offer multiple opportunities for prospective parents to visit the campus and participate in school site events.

## POSTING STRATEGY

Every week for the month of October you will be posting three times for each platform (Facebook – 3 and Twitter – 3). The purpose of starting with three posts per week is to have multiple opportunities for prospective families to come and visit your school. The posts below are meant to be customized for each school site with specific dates and time of your events. This content does not need to be final, it simply provides a framework to drive our message about the programs that are offered. Posts that need specific school site information to be

filled out will be indicated with [yellow highlighted brackets] and attachments to the posts will be indicated with [fuchsia highlighted brackets].

## WEEK 1 - OCTOBER 9-13

### Facebook

**Post 1:** It's October! We have a lot of great events this month, join us for [event] on [date] to learn more about the programs we offer at MSA-[school]! [link + flyer]

**Post 2:** Have you heard about [program name] program? Stop by our campus to see how we do STEAM at Magnolia! [link + picture]

**Post 3:** On [day of week], it's always a great day to stop by our campus for a personalized campus tour with [who does the tours]! For more information on tours make sure to stop by our website or call us at [link + phone number]

### Twitter

**Post 1:** Join us at MSA-[school] for an Open House on [date] at [time]! You won't want to miss it! [picture of flyer]

**Post 2:** Did you know that we offer [program name] program? Call us at [number] to learn more about it! [picture]

**Post 3:** Did you miss our last Open House? Join us on [date] to learn about the programs MSA-[school] offers! [picture of open house days]

## WEEK 2 – OCTOBER 16-20

### Facebook

**Post 1:** Did you know that we offer hands-on learning with [class or program]? Learn more by joining us at our [date] Open House! [flyer]

**Post 2: Option 1:** Want to learn more about our program? Join us at our next event at [location] on [date] at [time].



*Option 2:* Want to learn more about our program? Visit our website or stop by our campus for our [daily/weekly/monthly] school tours.

**Post 3:** Thinking about enrolling but have questions? Join us at one of our next Open House events on [dates and times].

## Twitter

**Post 1:** Meet our amazing administrators at our next Open House on [date] at [time]! [picture + link to info on website]

**Post 2:** Want to be a part of our MSA-[school] family? We're enrolling for the 18-19 school year! [link application forms]

**Post 3:** Can't make it to our next Open House? Stop by on [day of week] for our [daily/monthly] campus tours led by [who does the tours]. [pictures of Open House]

## WEEK 3 – OCTOBER 15-21

### Facebook

**Post 1:** We're coming to an event near you! Join us at [event name] on [date] at [time]! [Link or include picture of flyer]

**Post 2:** Did you receive our [weekly/monthly] newsletter? Subscribe today to stay up to date with MSA-[school]! [Link to subscribe newsletter or include actual newsletter post]

**Post 3:** *Option 1:* We're excited to kick-off our Parent College Program! Join us on [date] at [time]. [Include flyer of parent college]

- **Option # 2:** We're excited to have over [how many parents] parents at our [monthly/weekly] [ELAC/SSC/PTF?] meetings! To learn more about the parent involvement at MSA-[school] join us at our next Open House on [date] at [time]!

### Twitter

**Post 1:** Stop by our [booth/table/event] at [event] on [date] at [time] to learn more about the programs and opportunities offered at MSA-[school]! [picture + link to info on website]

**Post 2: Option 1:** Did you miss our [weekly/monthly] newsletter? Subscribe here [link to subscribe to newsletter]

- *Option 2:* Did you miss our [weekly/monthly] newsletter? We've got you covered! You can catch up here – [link to newsletter or image of newsletter]

**Post 3:** We're ENROLLING! Join the MSA-[school] family! [link to application form]

## WEEK 4 – OCTOBER 22-28

### Facebook

**Post 1:** Did you know that we offer multiple opportunities for parents to get involved? From ELAC, SSC, PTF, and Parent College! Visit us at our next Open House on [date] at [time] for more information. [add flyer of open house dates + picture of parents]

**Post 2:** We have a lot of great events happening in the next couple of weeks! Stay up to day with our [weekly/monthly] newsletter. Subscribe here – [link subscribe to newsletter]

**Post 3: HS:** Did you know that we have [insert percent] GRADUATION RATE at MSA-[school]! Ask us about our High School programs by calling us at [number]\

- *MS:* Did you know that we have [a/an program name] at MSA-[school]! Ask us about our Middle School programs by calling us at [number]

### Twitter

**Post 1:** We offer many programs for students, but did you know we have great opportunities for parents too? Learn more about it by calling us at [number]

**Post 2:** We're enrolling for the 2018-19 school year! Apply today to join the MSA-[school] family! [link to application form]

**Post 3:** Missed our last Open House? Join us on [date] at [time] for more information on our programs! We hope to see you there! [picture of open house events]

# Cover Sheet

## Home Visit Update for all Magnolia Science Academies

**Section:** II. Discussion Items  
**Item:** B. Home Visit Update for all Magnolia Science Academies  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** IIB Home Visit Update.pdf



Board Agenda Item #	Agenda # II B
Date:	December 14, 2017
To:	MPS Parent and Community Engagement Committee
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Ismael Soto, Interim Chief External Officer
RE:	Home Visit Update for all Magnolia Science Academies

### Proposed Board Motion

Information item, no action required.

### Introduction

Magnolia Public Schools uses home visits as one of the important features of its education program to not only improve student and school performance, but also to identify and intervene early with students performing below grade level. The attached document titled "Home\_Visits\_Oct\_2017(2)" illustrates the Magnolia wide home visits tracked October and December from some MSA schools per the 2017-18 LCAP goal.

### Background

As stated in the Local Control Accountability Plan and Annual Update (LCAP) template, in order to promote learning and provide a more positive learning experience for our students, Magnolia Public Schools has established a culture of gathering input from parents, students, staff, community members, and other stakeholders through multiple channels including meetings, school events, surveys, **home visits**, newsletters, and other means of communication. To the extent possible, all stakeholders are invited to be involved in the process of school review and improvement including the development of our annual LCAP.

Information/input sessions include Parent Task Force (PTF) meetings, School Site Council (SSC) meetings, English Learner Advisory Committee (ELAC) meetings, Coffee with Admin, Board of Directors meetings, Principal meetings, Admin and Staff meetings. Parents on our PTF and SSC also serve as our parent advisory committee for LCAP. Along with ELAC, such committees provide for representation of students in need (low income, English learners, foster youth, etc.) Feedback from our parent advisory committee and ELAC provide valuable input for the new LCAP. In addition, the Charter School conducts surveys for parents, students, and staff, and **the Charter School staff make home visits**. These all serve as a way to inform, educate, and gather input & feedback from all critical stakeholders.

The Charter School has an approved charter petition with measurable student outcomes and methods to assess student progress, an SSD plan with planned improvement in student performance in reading and mathematics and in programs for English Learners, and a WASC action plan for continuous school improvement. Therefore, our community views LCAP as a comprehensive planning tool that draws from all other school plans and addresses the state priorities and locally identified priorities.

The Charter School has held its periodic meetings this year to gather input from our stakeholders.

These include four PTF meetings, four SSC meetings, four ELAC meetings, at least five parents activities/events including two Coffee with Admin, weekly staff meetings, and other stakeholder meetings. The school conducted a family, staff, and student experience survey with specific questions on the sense of safety and school connectedness, school culture and climate, and other areas of school improvement. A majority of our stakeholders participated in this survey. **The Charter School staff has also made home visits during this school year and sought feedback from the parents for school improvement.**

Analysis (If applicable)

Currently, the Student Information System (SIS) Coolsis Magnolia Public School utilizes is not able to track home visits. The tracking must be done via email request to MSA leadership. Once Magnolia Public Schools transitions to the new SIS Illuminate, the home office will have the ability to track and support MSA schools home visit program.

Budget Implications

No budget implications

Exhibits (attachments):

- Home\_Visits\_Dec2017(2).pdf







**Home Visits** **LCAP 2017-18 Goal**

<p><b>107</b> Home Visits <i>*as of 10/6/17</i></p>	<p>MSA-1 Actual</p>	<p><b>25% = 109</b> Home Visits</p>
<p><b>27</b> Home Visits <i>*as of 10/6/17</i></p>	<p>MSA-2 Actual</p>	<p><b>25% = 117</b> Home Visits</p>
<p><b>50</b> Home Visits <i>*as of 12/5/17</i></p>	<p>MSA-3 Actual</p>	<p><b>40% = 184</b> Home Visits</p>
<p><b>1</b> Home Visits <i>*as of 12/5/17</i></p>	<p>MSA-4 Actual</p>	<p><b>20% = 35</b> Home Visits</p>
<p><b>12</b> Home Visits <i>*as of 10/6/17</i></p>	<p>MSA-5 Actual</p>	<p><b>25% = 52</b> Home Visits</p>
<p><b>9</b> Home Visits <i>*as of 12/5/17</i></p>	<p>MSA-6 Actual</p>	<p><b>25% = 40</b> Home Visits</p>



## Home Visits

## LCAP 2017-18 Goal

<p><b>30</b> Home Visits <i>*as of 10/6/17</i></p> <p>MSA-7 Actual</p> 	<p><b>25% = 73</b> Home Visits</p>
<p><b>10</b> Home Visits <i>*as of 10/6/17</i></p> <p>MSA-8 Actual</p> 	<p><b>25% = 122</b> Home Visits</p>
<p><b>28</b> Home Visits <i>*as of 10/6/17</i></p> <p>MSA-Santa Ana Actual</p> 	<p><b>25% = 184</b> Home Visits</p>
<p><b>16</b> Home Visits <i>*as of 10/6/17</i></p> <p>MSA-San Diego Actual</p> 	<p><b>12% = 48</b> Home Visits</p>

# Cover Sheet

## Volunteer Policy - Conditions for Classroom and School Volunteer, Visitation, Shadowing, and Removal

**Section:** II. Discussion Items  
**Item:** C. Volunteer Policy - Conditions for Classroom and School  
Volunteer, Visitation, Shadowing, and Removal  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** IIC Volunteer Policy.pdf





Board Agenda Item #	Agenda # II C
Date:	December 14, 2017
To:	MPS Parent and Community Engagement Committee
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Ismael Soto, Interim Chief External Officer & David Yilmaz, Chief Accountability Officer
RE:	Volunteer Policy – Conditions for Classroom and School Volunteer, Visitation, Shadowing, and Removal Policy

Proposed Board Recommendation

For discussion only

Previous Board Actions on the Agenda

The draft policy was brought to the board on November 9 for discussion/information and was reviewed by the Board Academic Committee on November 30 and the Parent and Community Engagement Committee on December 14.

Background

MPS encourages parents/guardians and interested members of the community to visit MPS and view the educational program. MPS 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. To ensure the safety of students and staff as well as to minimize interruption of the instructional program, MPS has established the attached policy and procedures to facilitate volunteering and visitations during regular school days.

The attached policy describes two types of volunteers: certified and single event. The application process for certified volunteers is described and an application form is attached. It is important that MPS check fingerprinting and background clearance and ask for TB risk assessment to volunteers that would like to volunteer with MPS on an ongoing basis and may have unsupervised exposure or contact with students. For all prospective volunteers (both C-Volunteers and SE-Volunteers), the MPS Principal or designee will review California Megan’s Law online database at <http://www.meganslaw.ca.gov> to ensure that prospective volunteers are not registered sex offenders.

The policy describes volunteer commitment and procedures as well as visitation/shadowing guidelines. It is important to emphasize that volunteer hours are non-mandatory. We encourage our stakeholders to volunteer and make sure that it is not interpreted as mandatory. Our charter petitions encourage parents to volunteer for non-mandatory 10 hours per year.

MPS has a parent involvement policy, which is included in our student/parent handbook. This volunteer policy is more about volunteering and visitation procedures; details can be found in the attached. We have worked with our legal counsel in creating this policy. In doing that, we reviewed our handbooks, charter petitions, and comparable district policies.

#### Budget Implications

N/A

#### How Does This Action Relate/Affect/Benefit All MSAs?

The policy provides guidelines and directions in volunteering and visitation and helps streamline our procedures.

#### Name of Staff Originator:

David Yilmaz, Chief Accountability Officer

#### Attachments

- Conditions for Classroom and School Visitation and Removal Policy 20171214

## MAGNOLIA PUBLIC SCHOOLS

### CONDITIONS FOR CLASSROOM AND SCHOOL VOLUNTEER, VISITATION, SHADOWING, AND REMOVAL POLICY

Magnolia Public Schools (“MPS”) encourages parents/guardians and interested members of the community to visit MPS and view the educational program, MPS 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.

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

#### **Volunteering Categories and Application Process**

##### **A. Certified Volunteers (“C-Volunteers”)**

- a. Who are C-Volunteers: These are volunteers that would like to volunteer with MPS on an ongoing basis and may have unsupervised exposure or contact with students. Examples may include but are not limited to: classroom volunteers, tutors, field-trip volunteers, etc.
- b. Application Process: C-Volunteers must provide MPS with the following documents:
  - Volunteer Application Form (signed)
  - Volunteer Commitment Form (signed)
  - Fingerprinting and Background Clearance (if volunteering outside of the direct supervision of a credentialed employee)
  - Tuberculosis risk assessment or examination
  - Valid photo I.D. (driver’s license, passport, military ID, US or other government identification)

##### **B. Single Event Volunteers (“SE-Volunteers”)**

- a. Who are SE-Volunteers: These are volunteers that would like to volunteer at MPS for a one (1) days special event or activity and have no unsupervised exposure or contact with students. Examples may include but are not limited to: guest story reader, guest speaker, senior exhibition panel member, etc.
- b. Application Process: SE-Volunteers are not required to submit a volunteer application but must comply with the Volunteering Guidelines below and provide MPS with a valid photo I.D.

#### **Volunteering Guidelines**

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

1. Volunteers must arrange volunteering schedule with the classroom teacher and/or MPS Principal or designee, at least forty-eight (48) hours in advance. Volunteering in class may be limited to certain hours or specific assignments as determined by the classroom teacher(s) or MPS administration.
2. For all prospective volunteers (both C-Volunteers and SE-Volunteers), the MPS Principal or designee will review California Megan's Law online database at <http://www.meganslaw.ca.gov> to ensure that prospective volunteers are not registered sex offenders.
3. Prior to volunteering in the classroom or on campus, the volunteer should communicate with the teacher and/or MPS staff 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 aid the volunteer may leave their volunteer position for that day.
4. Information gained, overheard, or inadvertently acquired by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality and may not be shared with any individual except with the MPS Principal.
5. 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.
6. Volunteer hours are applied to the non-mandatory 10 hours of volunteering requested pursuant to the Charter Petition/Student-Parent Handbook. All parents are encouraged – but not required – to contribute a minimum of 10 hours per year to the school. No child will be excluded from the Charter School or school activities due to the failure of his or her parent or legal guardian to fulfill the encouraged volunteer hours.
7. This Policy does not authorize MPS 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.

### **Visitation Guidelines**

1. Visits during school hours should first be arranged with the teacher and MPS Principal or designee, at least three (3) school days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional

time, at least three (3) school days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the MPS Principal or designee.

2. All visitors shall register 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 his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the MPS Principal or designee have designated that each visitor wear a visitor's pass/sticker as a visible means of identification for visitors while on school premises.
3. Except for unusual circumstances, approved in advance by the MPS Principal, MPS visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.
4. 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 MPS Principal's advance written permission.
5. Before leaving campus, the visitor shall sign out of the Visitors Log Book in the main office.
6. The MPS Principal, 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.
7. The MPS Principal or designee may withdraw consent to be on campus 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 MPS' orderly operation. If consent is withdrawn by someone other than the MPS Principal, the MPS Principal may reinstate consent for the visitor if the MPS Principal believes that the person's presence will not constitute a disruption or substantial and material threat to MPS' orderly operation. Consent can be withdrawn for up to fourteen (14) days.
8. The MPS Principal 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 MPS Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.

9. Any visitor who is denied registration or has his/her registration revoked may request a conference with the MPS Principal. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of conference is to be sent, and shall be delivered to the MPS Principal with fourteen (14) days of the denial or revocation of consent. The MPS Principal shall promptly mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the MPS Principal shall be held within seven (7) days after the MPS Principal receives the request. If no resolution can be agreed upon, the MPS Principal shall forward notice of the complaint to the MPS Board of Directors. The MPS Board of Directors shall address the Complaint at the next regular board meeting and make a final determination.
10. At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the MPS Principal or designee is located, and what route to take to that office, and setting forth the penalties for violation of this policy.
11. The MPS Principal or designee shall seek the assistance of the police in managing with or reporting any visitor in violation of this Policy.

### **Shadowing Guidelines**

Shadowing gives parents and students an opportunity to observe instruction during an ordinary school day and can help open dialog between parents and students about school. Parents are welcome to shadow their children, that is, to follow them through their school day. In order to maximize the benefits of shadowing, we request that parents adhere to the following guidelines:

- Follow the above procedure for providing three (3) school days advance notice of your visit, signing in at the main office when arriving at MPS, and obtaining a visitor's pass/sticker. Notice of your visit and intent to shadow should be provided by completing the Shadow Request Form, below, and submitting it to MPS at least three (3) school days in advance of your visit.
- Shadowing is not a time for parent/teacher conferences. If you desire a conference, please make prior arrangements with your child's teachers.
- To preserve the academic environment, please do not take part in the lesson unless invited to do so by the teacher. Do not visit with your child or other students during class time. At no time may visiting parents address other students directly. Visitors are not allowed to record audio or video, or take photos. Should you have any concerns, report them to the MPS administrators.
- Meet with MPS administration to debrief your visit.

*MPS administration has the right to withdraw consent for a visitor to be on campus, as described above. All persons making the visit shall be deemed to have waived claims against the school for injury, accident, illness, or death occurring during or by reason of visit.*

### **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, he/she will be guilty of a crime as specified 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, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine or 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 MPS' pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

### MAGNOLIA PUBLIC SCHOOLS

## Shadow Request Form

#### Visiting Person Information:

Person Visiting Is:     Parent/Guardian     Student     Other \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #: \_\_\_\_\_    Email: \_\_\_\_\_

Student Name: \_\_\_\_\_    Date of Birth: \_\_\_\_\_    Grade: \_\_\_\_\_

#### If student is not a current student at MPS:

Is the student enrolled in MPS for the next school year?  Yes     No \_\_\_\_\_

Current School Name: \_\_\_\_\_

City: \_\_\_\_\_    State: \_\_\_\_\_    Country: \_\_\_\_\_

Health Concerns: \_\_\_\_\_

#### Visit Details:

Date(s) Wishing to be a Visitor: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

\_\_\_\_\_

#### Signatures:

Visiting Student Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Visiting Parent/Guardian Signature: \_\_\_\_\_    Date: \_\_\_\_\_

#### Principal's Approval:

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Parent Contact Made on Date: \_\_\_\_\_

### MAGNOLIA PUBLIC SCHOOLS



### Certified Volunteer (C-Volunteer) Application Form

Magnolia Public Schools (“MPS”) encourages parents/guardians and interested members of the community to volunteer at MPS as volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents/guardians/community members for their willingness to volunteer.

School Name/Location and School Year : \_\_\_\_\_ (Date: \_\_\_\_\_)

Name: \_\_\_\_\_  
Last First Middle Maiden Name/Other Names Used

Residence Address: \_\_\_\_\_  
Street City State Zip

Home Telephone: ( \_\_\_\_\_ ) Work or Mobile Telephone: ( \_\_\_\_\_ )

Emergency Contact Name and Phone: \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ CA Driver’s License or ID Card: Yes ( ) No ( ) Number: \_\_\_\_\_

Physical Limitations: Yes ( ) No ( ) Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to any student(s) or staff members at school? Yes ( ) No ( ) Explain: \_\_\_\_\_  
\_\_\_\_\_

Languages spoken: \_\_\_\_\_

Please respond to the following: “I am interested in volunteering because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any felony convictions\*: Yes ( ) No ( ) If so, please list: \_\_\_\_\_  
\_\_\_\_\_

Have you **EVER** been convicted\* of any sex offense for which you must register with any Law Enforcement Agency pursuant to Penal Code Section 290? Yes ( ) No ( )

\*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.

I certify under penalty of perjury that the foregoing statements are true and complete, and I authorize MPS to complete a background check as a condition of school volunteer service, as provided by California Education Code 45125.1.

I understand that I will not receive any compensation or salary, or any other health or retirement benefits, or workers’ compensation insurance coverage during this volunteer assignment. I agree to waive all claims against the MPS and hold the MPS, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with my participation in this volunteer activity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### MAGNOLIA PUBLIC SCHOOLS

## Volunteer Commitment and Procedures

The administration, staff, and students of Magnolia Public Schools (“MPS”) are appreciative of all persons who are willing to commit time and energy to helping students succeed and to provide an excellent place of learning for all students. Most of the MPS activities and events simply would not happen without the participation of our volunteers.

### Ways a Volunteer can help

- Room Parent
- Clerical Help
- Tutoring students (e.g.: math, computer activities, reading with students, etc.)
- Morning, lunch, yard, and/or dismissal supervision
- Chaperone Field Trips
- Help with special class events (e.g.: career fairs, fundraisers, etc.)
- Athletic support

Below are ethics and **guidelines** that must be followed while you are volunteering at MPS. These guidelines are designed:

- to promote a productive and safe environment
- to set appropriate expectations
- to clarify roles & responsibilities

### APPLICATION AND SCREENING:

#### C. Certified Volunteers (“C-Volunteers”)

- a. Who are C-Volunteers: These are volunteers that would like to volunteer with MPS on an ongoing basis.
- b. Application Process: C-Volunteers must provide MPS with the following documents:
  - Volunteer Application Form (signed)
  - Volunteer Commitment Form (signed)
  - Fingerprinting and Background Clearance (if volunteering outside of the direct supervision of a credentialed employee)
  - Tuberculosis risk assessment or examination
  - Valid photo I.D. (driver’s license, passport, military ID, US or other government identification)

#### D. Single Event Volunteers (“SE-Volunteers”)

- a. Who are SE-Volunteers: These are volunteers that would like to volunteer at MPS for a one (1) days special event or activity.
- b. Application Process: SE-Volunteers are not required to submit a volunteer application but must comply with the Volunteering Guidelines below and provide MPS with a valid photo I.D.

**CONFIDENTIALITY:** Volunteers should realize that they have a position of trust. Personal information pertaining to students or staff, as well as conversations between parents, teachers, staff members, and students MUST be kept confidential. Volunteers are NOT permitted to view any part of a student's records including test scores, report cards, attendance reports, or any other document to that would be included in student records. What you SEE or HEAR in a classroom, hallway, bathroom, on a field trip, or on the playground should be considered confidential and only discussed with a teacher,

counselor or principal. For MPS to provide the best environment for learning, everyone's privacy must be respected. No gossiping will be permitted.

**LIABILITY:** MPS is proud to provide liability coverage and an accident policy for its volunteers, after any other valid and collectible insurance. In order to have this protection, all volunteers must sign in on MPS' volunteer / visitor sign in sheet (in every school office) every time they volunteer. Volunteers are not covered by Workers' Compensation.

**CHILD NEGLECT AND ABUSE REPORTING:** MPS volunteers are obligated under mandatory child reporting laws to report any suspected child neglect or abuse. Please refer to MPS mandatory reporting guidelines located in the MPS Employee Handbook.

**SUPERVISION:** Volunteers perform under the direction and supervision of MPS personnel. Volunteers should know and follow MPS policies and rules. MPS, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities. No statement by the MPS establishes a property right to perform volunteer work.

**COMMUNICATION:** If you are unable to make it to school when you are expected, please call MPS and leave a message. Similarly, MPS staff will contact you if your time is cancelled or changed for any unforeseen reason. You may contact the MPS main Office at [redacted], or email [redacted] with questions or for assistance. Please be dependable and on-time. Teachers and staff count on you!

**STUDENT/VOLUNTEER RELATIONSHIP:** Volunteers function in a position of trust and MPS does not extend that volunteer / student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify MPS immediately if he/she becomes involved with a student / family outside the school environment.

**DISCIPLINE:** A teacher or staff member is responsible for student discipline. If you see a child behaving in a way that endangers themselves or others, you need to stop the behavior and report it to a staff member. If a student continues to be noncompliant, disrespectful, or disruptive after a verbal warning, please notify a teacher or staff member. Student safety is the responsibility of all adults, but student discipline is the responsibility of MPS staff.

**SIGN IN:** Volunteers should always sign in at the front desk. A volunteer should always have a visitor's pass/sticker on while working on campus or while acting as a chaperone on a class field trip.

**CELL PHONE/PHOTO/SOCIAL MEDIA:** Cell phones may be used on campus however we ask that you use a "silent setting" so that the class is not disturbed. Phones should only be used for emergencies. Volunteers are not allowed to take photos or post on social media unless approved by MPS.

**EMERGENCY PROCEDURES:** Classroom procedures and escape routes are located in each room. Drills are performed throughout the year. During a fire drill, the entire building is evacuated and each classroom reports to a designated area outside on the MPS campus. Please take the time to familiarize yourself with these safety plans.

I have read the above information and agree to the guidelines and responsibilities.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_