



VISITORS (Page 39 of the Student and Family Handbook)

Parents/Guardians of current students are welcome to visit the school. Parents/guardians may visit their student's classroom with the approval of the administration. All visitors must enter and sign-in at the main office. Students may not have friends, siblings, or other relatives visit them at school at any time. For prospective students who would like to visit the school, they can do so if accompanied by a parent or guardian on a scheduled tour accompanied by a school administrator or designee. All visitors must sign in and sign out of school.

CAMPUS VISITATION POLICY (Pages 50-51 of the Student and Family Handbook)

While Los Angeles Academy of Arts and Enterprise encourages parents/guardians and interested members of the community to visit the Los Angeles Academy of Arts and Enterprise (LAAAE) and view the educational programs, LAAAE also endeavors to create a safe environment for students and staff. As such, parents and other visitors must adhere to the following policy in order to maximize the safety of the students and minimize the disruption to the education environment.

Parents/guardians and other visitors, including children who are not students at LAAAE shall not loiter on the school premises, including the parking lot and outside school buildings. The parking lot shall be used for picking up and dropping off students, and while conducting business. Parents/guardians and other visitors are expected to leave campus 50 premises upon the conclusion of any business matters or after dropping their students off at school. If a parent or guardian wishes to visit LAAAE to view the educational program, the visitor must follow the following procedures, which have been developed to ensure the safety, of students and staff as well as to minimize interruption of the instructional program, pursuant to California Penal Code Sections 627, et.seq

1. Visits during school hours should first be arranged with the teacher and the parent coordinator, at least three days in advance. If a conference is desired, an appointment should be set with the parent coordinator or teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the Principle or designee.
2. All visitors shall register with the parent coordinator in the front office immediately upon entering any school buildings or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the principle or designee may design a visible means of identification for visitors while on school premises.
3. The Principle, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, it's teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.
4. The principle or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitors presence on school



grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the schools, its students, teachers, or its other employees.

5. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the 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.

6. Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Principal, a Principal's designee or the Board on the propriety of the denial or revocation. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the principal or Board president within five days after the denial or revocation. The Principal or Board President shall promptly mail a written hearing. A hearing before the Principal shall be held within 10 days after the Principal receives the request. A hearing before the board shall be held at the next regularly scheduled Board meeting after the President receives the request.

7. The Principal or designee shall seek the assistance of the police in dealing with or reporting any visitors in violation of this policy.

8. At each entrance to Los Angeles Academy of Arts and Enterprise grounds of, signs shall be posted specifying the hours during which registration is required, stating where the office of the Principal or designee is located and what route to take to that office, and setting forth the penalties for violation of this policy.

9. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and Principal's written permission.

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 or imprisonment in the County jail for a period of up to six (6) months or both.

2. Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitors which would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.