Visitor Policy

All visitors to the HTLA campus, including parents, must enter the school through the Main Office and obtain permission to enter the school grounds.

Conditions for Classroom and School Visitation Policy

HTLA encourages parents/guardians and interested members of the community to visit HT LA and view the educational program. HTLA also endeavors to create a safe environment for students and staff.

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

1. All visitors shall register with the main office immediately upon entering any school building or grounds 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, visitors will wear a “visitor’s pass”

2. Visits to a classroom during school hours should first be arranged with the teacher and Principal or designee, at least three (3) days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three (3) days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the Principal or designee.

3. If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. HTLA shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by HTLA, consistent with the law. The HTLA Governing Board and Bureau of Children’s Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.

For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.

4. The Principal, or designee, may refuse to register a visitor if he or she has a reasonable basis for concluding that the visitor’s presence or acts would disrupt HTLA, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.

5. The Principal or designee may withdraw consent to be on campus whenever he or she determines that a reasonable basis for concluding that the visitor’s 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 school, its students, its teachers, or its other employees. If consent is withdrawn by someone other than the Principal, the Principal may reinstate consent for the visitor if the Principal believes that the person’s presence will not constitute a disruption or substantial and material threat to HTLA’s orderly operation. Consent can be withdrawn for up to fourteen (14) days.

6. 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 such a request is made, the visitor is required to leave immediately. 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.

7. Any visitor who is denied registration or has his/her registration revoked may request a hearing before the Principal or designee 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 designee or the Board President within five (5) days after the denial or revocation. The Principal or designee or Board President shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Principal or designee shall be held within seven (7) days after the Principal or designee receives the written request. The Principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

8. At each entrance to HTLA grounds, signs shall be posted specifying the hours during which registration is required, stating where the Main Office 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 prior written approval by the teacher and the Principal or designee and prior consent is provided by all individuals who may be recorded.

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