

# Visitor's Policy

## ALL CAMPUS VISITORS MUST:

- Request an appointment for a visitation date and time from the office staff. Please note: all visitors must be approved by the school administration.
- Appointments may be scheduled for the same day with teacher agreement and approval.
- Sign the Visitor's Log Book located on the front counter. The office staff will give you a visitor's permit and a visitor sticker.
- The visitor must determine what activity they are observing. They may visit for 20 minutes, up to twice per grading period.
- Return the visitor's permit and sign out in the office before leaving the campus.

## SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom as quietly as possible.
- Please do not disturb the class by conversing with the students, teacher, and/or instructional aides during the visitation.
- Do not interfere with any school activity during the visitation.

**ADMINISTRATOR'S AUTHORITY:** Any visitors who enter a school campus and fail to adhere to the posted "Visitor's Policy" or who defy the principal/designee's authority, may be reported to the appropriate police agency and may be subject to criminal charges under the California Penal Code (*Sec. 626.7, 626.8*), the City of Los Angeles Municipal Code (*Sec. 63.94*), and/or the Education Code (44810 (a), (44811(a)).