

ALTA PUBLIC SCHOOLS SCHOOL VISITOR'S POLICY

1. Alta Public Schools are closed campuses. Students may enter and exit the campus at the beginning and end of the school day by main entrance and or the bus drop off entrance only. However, all visitors must enter schools through the main entrance to the main office.
2. All campus visitors including APS personnel and community members must have an APS ID or have Government issued photo identification and the consent and approval of the principal/designee to enter the campus.
3. Children and teenagers who are not enrolled at the school are not to be on the campus unless they have prior approval of the principal/designee.
4. Parents have the right to visit classes in which their student is enrolled with a 24 hour request (after receiving a permit from the school office), parents do not have a right to:
 - Interfere with the discipline, order, or conduct of any school classroom or activity,
 - Set policies relating to their child that supersedes school or APS policies,
 - Cause substantial disorder in a place where a school employee is required to perform his or her duties.
 - Use any recording device or cameral
5. Adults and minors over 16 years of age 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 local police 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 Education Code 44810(a), 44811(a).
6. There is no photography or videotaping on campus without prior approval from the school principal.



ALL VISITORS MUST:

- ◆ Sign the Visitors Log Book located at the main entrance when entering campus.
- ◆ Request a classroom visitation date and time from the Office staff at least 24 hours in advance.
- ◆ Receive the principal/designee's approval for the classroom visit.
- ◆ Obtain the "Classroom Visitor's Permit" before proceeding to the classroom.
- ◆ Return the "Classroom Visitor's Permit" to the front desk after the visitation.
- ◆ Sign the Visitors Log Book located at the main entrance when leaving campus.
- ◆ Enter and leave the classroom quietly at least 10 minutes before the end of class.
- ◆ Refrain from conversing with students, teachers, and/or instructional aides.
- ◆ Refrain from interfering with any school activity during the visitation.
- ◆ Refrain from using electronic devices and/or recording or taking pictures.