

OXFORD PREPARATORY ACADEMY
Board Policy #2013-001

Conditions for Classroom and School Visitation and Removal

While the Charter School encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, the Charter School 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 the Charter School, shall not loiter on the Charter School premises, including the parking lot and outside school buildings. Parents/guardians and other visitors are expected to leave the campus premises upon the conclusion of any business matters or after dropping their student off at school. If a parent or guardian wishes to visit the Charter School to view the educational program, the visitor must adhere to 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 Professor and Chancellor (or designee), at least 24 hours in advance. If a conference is desired, an appointment should be set with the professor during non-instructional time, at least two days in advance.
2. All visitors shall register with the front 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, his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the Chancellor or designee will design a visible means of identification for visitors while on school premises that all visitors must wear in a visible area while on campus.
3. The Chancellor, 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, its professors, 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 Chancellor 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 visitor 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 professors, or its other employees.
5. The Chancellor 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 Chancellor 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.

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6. Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Chancellor, or the Executive Director, 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 Chancellor, or the Executive Director, or designee within five days after the denial or revocation. The Chancellor, or the Executive Director, or designee 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 Chancellor shall be held within seven days after the Chancellor receives the request.
7. The Chancellor, or the Executive Director, 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 the Charter School grounds of, signs shall be posted specifying the hours during which registration is required, stating where the office of the Chancellor 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 a visitor in a classroom to record any conversations without the Professor's and Chancellor'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 visitor which would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.

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