

Oxford Preparatory Academy

Board Policy

Visitors/Outsiders

Community Relations

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting Oxford Preparatory Academy and its staff and students. Therefore, the Board encourages interested parents/guardians and community members to visit the school and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Executive Director or designee shall establish procedures, which facilitate visits during regular school days. Visits during school hours should be arranged with the school designee at least 24 hours in advance. When a visit involves a conference with a teacher or the Executive Director, Chancellor or designee, an appointment shall be scheduled during non-instructional time at least three (3) days in advance. Parents seeking a classroom observation must get written approval from the Executive Director, Chancellor or designee and visit should not exceed 45 minutes in length and may not occur more than once per week.

The Executive Director or designee shall post at every entrance to the school and grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The school designee shall provide a visible means of identification for all individuals who are not students or staff members while on school premises.

Registration Procedure

In order to register, a visitor shall, upon request, furnish the school designee with the following information: (Penal Code 627.3)

1. His/her name and relationship to student if applicable
2. His/her age, if less than 21
3. His/her purpose for entering school grounds

4. Proof of identity
5. Other information consistent with the provisions of law

Following visitation, the visitor shall immediately return the visible means of identification to the registration location and depart the school grounds.

School designee's Registration Authority

The school designee may refuse to register any visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The school designee may revoke any visitor's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

Any visitor who fails to register, or when a school designee denies or has revoked a visitor registration privileges, the school designee may request that the individual promptly leave school grounds. When a visitor is directed to leave, the school designee shall inform him/her that if he/she reenters the school within seven days he/she will be guilty of a crime and may be prosecuted according to law. (Penal Code 627.7)

Appeal Procedure

Any visitor who is denied registration or whose registration is revoked may appeal to the Executive Director or Board of Directors by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the school designee shall promptly mail a notice of the hearing to the person requesting it. A hearing before Executive Director, Chancellor or designee shall be held within seven days after receipt of the request. Any appeal made to the Board will be heard at the next regularly scheduled Board meeting. The Decision of the Board shall be final. (Penal Code 627.5)

Unless otherwise directed by the school designee, a staff member shall accompany visitors/visitors while they are on school grounds. As necessary, the designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy

No electronic listening or recording device may be used by any person in a classroom without the teacher's and Executive Director, Chancellor or designee's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school

environment by behaving in an orderly manner while on school grounds and by utilizing the school's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the school designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds. The school designee shall contact local law enforcement at any time there is a perceived threat to the safety of any person at school or at school sponsored events.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the Executive Director, Chancellor or designee before entering the school campus or grounds. As necessary, the Executive Director, Chancellor or designee shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The Chancellor or designee also shall report to the Executive Director anytime he/she gives such written permission.

The Executive Director, Chancellor or designee will notify the parents/guardians of each child attending the school that a person who is required to register as a sex offender has been granted permission to come into a school building or upon school grounds, the date(s) and time(s) for which permission has been granted, and his or her right to obtain information regarding the person from a designated law enforcement entity at least 14 days prior to the first date permission has been granted. (Penal Code 626.81)

Law Enforcement Officials

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. The Parents or Guardians of a student will be immediately contacted prior to permitting a student to be interviewed or searched absent direct instruction by the officer/official to the contrary. A copy of the documentation provided by the officer and notes from the encounter may be maintained by the school. The Oxford Preparatory Academy 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.

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. Disruptive conduct may lead to Oxford Preparatory Academy's pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.