

Willow Creek Academy

AR 1250

Classroom and School Visitation

1) Willow Creek Academy has the following procedures in order to facilitate visits during regular school days:

- a) Visits during school hours should first be arranged with the teacher and Head of School or designee, at least one (1) day in advance.
- b) If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance.
- c) Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Head of School or designee.
- d) 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.

2) Failure to Register

The Head of School 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 Head of School 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.

3) Appeal

Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Head of School or the Willow Creek Academy Board 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 Head of School or the Board President within five days after the denial or revocation. The Head of School 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 Head of School shall be held within seven days after the Head of School receives the request. A hearing before the Board shall be held at the next regularly scheduled Board meeting after the President receives the request.

4) Signage: 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

Head of School or designee is located and what route to take to that office, and setting forth the penalties for violation of this policy.

- 5) No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and Head of School's written permission.

Penalties

1. The Head of School or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.
2. 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.
3. 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.

Adopted: 2/11/09

Amended: 4/19/18