

# Visitor Policy



**“Climbing Towards College & Career Readiness”**

ACS—Campus 1: 6555 Sylmar Ave., Van Nuys, CA 91401 - Office: (818) 994-2904 Fax: (818) 994-8096  
ACS—Campus 2: 13400 Erwin St., Van Nuys, CA 91401 - Office: (818) 787-9527 Fax: (818) 786-3627  
Website: [www.araratcharterschool.com](http://www.araratcharterschool.com)

**Inspiring Collaboration, Innovation, & Empowerment**

## Ararat Charter School Visitor Policy

Ararat Charter School is committed to providing a safe and secure learning environment for its students. The enhanced involvement and assistance of parents, community members, and organization representatives in school programs and activities have increased the number of school campus visitors. In some instances, campus visitors have created concerns for staff. Therefore, all school campus visitors must be informed and must adhere to the laws and school policies of visitors to school campuses, as stated in the California Education Code (Education Code § 44810 (a); § 44811 (a); § 51101, (a): (1), (2), (12) and Board Rules (1265, 2002).

- All campus visitors must have the consent and approval of the principal/designee by completing classroom observation request form.
- Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested.
- Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.

### **Parents do have the right to:**

- 1- Be informed in advance of the procedures for visiting the school;
- 2- Request and obtain approval of the principal/designee to enter a school campus;
- 3- Observe in the classroom or classrooms in which their child is enrolled within a reasonable period of time after making a request;
- 4- Observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request;
- 5- Be aware that classroom visitors often distract the students and that what you see may be different than what occurs on a regular basis.
- 6- Request a meeting with the classroom teacher and/or school principal/designee following the observation; and, Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.
- 7- Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and will be further restricted from visiting the school.

### **Parents do not have the right to:**

- 1- Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
- 2- Disrupt class work, extracurricular activities or cause disorder in a place where a school employee is required to perform his or her duties.

**Parents should:**

- Follow the established school policy in requesting a classroom visitation from the principal/designee.
- Complete a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.
- Sign in and out the Visitor Book and get a Visitor Pass from the office staff.
- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher and/or instructional aides during the visitation.
- Do not interfere with the execution of any school activity during the visitation.
- Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
- Keep the frequency of classroom visits reasonable (to be determined by the activity being observed).
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
- Administrator's Authority 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 appropriate police agency and may be subject to criminal charges.
- Visitors may not participate in field trips.
- Ararat Charter School Policy states, that smoking and the use of all tobacco products are prohibited on all school properties.

**All volunteers must present a current TB test clearance and be cleared from any criminal charges by Department of Justice.**