

LOS ANGELES UNIFIED SCHOOL DISTRICT

Cesar Chavez Learning Academies

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CCLA Visitors Policy

ALL CAMPUS VISITORS MUST:

- Request an appointment for a visitation date and time. Requests can be made by contacting the individual academy office or in person by visiting the individual academy office. *Appointments may be scheduled for the same day, but not guaranteed.*
- Obtain a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.
- Sign "In" when you arrive and "Out" when you leave in the Visitor's Log Book located on the counter in the Main Office.
- Determine where and which classroom activity you are observing and keep the classroom observation time and frequency reasonable. *Please ask for a bell schedule and map if needed.*
- Request an appointment for a teacher-parent conference by completing a "Request for Teacher Conference" form available from the Academy Main Office Staff. Return the "Request for Teacher Conference" form to the Main Office Staff. Give at least 24 hours for the teacher to contact parent to set up appointment.
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
- Return the Visitor's Pass to the Main Office before leaving the campus and sign out in the Visitor's Log Book.

SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher, and/or instructional assistants during the visitation.
- If you are a parent, do not visit your child outside of the general designated classroom/office.
- Do not interfere with any school activity during the visitation.

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 the Education Code [44810 (a), 44811 (a)].