



## **San Jose Charter Academy**

# **Monitoring and Receiving Visitors Onto Campus Policy**

No outsider—which would include immigration enforcement officers—shall enter or remain on school grounds of the San Jose Charter Academy during school hours without having registered with front office personnel. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide, to the extent practicable, the following information to the Superintendent/Principiapl or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

San Jose Charter Academy shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices.

The school shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

School personnel shall report entry by immigration enforcement officers to any on-site school police, security officers, or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.