



**Matrix for Success Academy**  
An LAUSD authorized public charter school  
1010 E. 34th Street  
Los Angeles, CA 90011  
Phone (323) 897-5971  
www.matrix4success.org

**School Administration**  
Richelle Brooks, ED. D  
Site Administrator

**PazLo Ed. Foundation**  
Cesar Lopez  
Executive Director  
Margret Woelke  
Federal Programs/Expanded Learning  
Administrator

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## **MATRIX for Success Academy**

### **VISITORS TO SCHOOL CAMPUSES**

All campus visitors must have the consent and approval of the Site Administrator/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Students who are not enrolled at the school are not to be on the campus unless prior approval of the Site Administrator has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. District Policy states, in Bulletin No. 3630, that smoking and the use of all tobacco products is prohibited on all District property including District-owned or leased building, and in District vehicles at all times, by all persons, including employees, students, and visitors at any school or District site, or attending any school-sponsored events. Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation
- Complete a visitor's permit upon arrival at the site
- Enter and leave the classroom as quietly as possible
- Not converse with the students, teacher and/or instructional aides during the visitation
- Not interfere with any school activity
- Keep the length and frequency of classroom visits reasonable
- Follow the school's established procedures for meeting with the teacher and/or Site Administrator after the visit, if needed
- Learn and follow the school-wide behavioral expectations
- Return the visitor's permit to the point of origin before leaving the campus.

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 may be further restricted from visiting the school.