PROPOSED CHANGES

Community Relations BP 1250(a)

VISITORS

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. **For classroom visitations, all visitors must make arrangements with the classroom teacher 24 hours in advance of the desired visitation or by prior arrangement with the classroom teacher.** If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session. **Visitors include any person entering school premises except current students of the school, or staff members of the District.**
(cf 1112 -Media Relations)
(cf 3515.2- Disruptions)

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)
~~*(cf. 5144 – Discipline)*~~

The board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with applicable law, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile,

aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on campus:

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/legal guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

Legal Reference:
EDUCATION CODE
32210 Willful disturbance of public school or meeting
32211 Threatened disruption or interference with classes; misdemeanor
32212 Classroom interruptions
35160 Authority of governing boards
35292 Visits to schools (board members)
49091.10 Parental right to inspect instructional materials and observe school activities
51101 Parent Rights Act of 2002
51512 Prohibited use of electronic listening or recording device
EVIDENCE CODE
1070 Refusal to disclose news source
LABOR CODE
230.8 Discharge or discrimination for taking time off to participate in child's educational activities
PENAL CODE
290 Sex offenders
626-626.10 Schools
626.81 Misdemeanor for registered sex offender to come onto school grounds
627-627.10 Access to school premises
627.1 Definitions
627.2 Necessity of registration by outsider
627.7 Misdemeanors; punishment

Legal Reference (continued):
COURT DECISIONS
Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652
ATTORNEY GENERAL OPINIONS
95 Ops.Cal.Atty.Gen. 509 (1996)

Policy
Adopted: October 6, 1998
Board Policy Committee Meetings: 3-13/13; 4-17-13; 5-15-13
Board Meeting: May 21, 2013

Community Relations AR 1250(a)

VISITORS

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. ~~(Penal Code 627.6)~~

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. For classroom visitations, all visitors must make arrangements with the classroom teacher 24 hours in advance of the desired visitation or by prior arrangement with the classroom teacher. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

Registration Procedure

All visitors must report to the school office upon entering a school site and receive authorization to visit elsewhere in the school site. This authorization is required even if the visitor has been invited to a classroom, because the office must be able to account for everyone on campus in an emergency.

- **All visitors must check in at the school office.**
- **All visitors must sign in and sign out at the school office.**
- **All visitors must wear a school provided name tag while on school grounds.**

All visitors shall, upon request, furnish the principal or designee with any of the following information: ~~(Penal Code 627.3)~~

I. His/her name, address and occupation.
2. His/her age, if less than 21.
3. His/her purpose for entering school grounds.
4. Proof of identity.
5. Other information consistent with the provisions of law.

Denial of Registration

The following provisions of law shall apply to visitors. ~~Visitors do not include~~

~~students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627.1.~~

1. The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke a visitor's registration if he/she has a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. ~~(Penal Code 627.4~~)

(cf 3515.2 -Disruptions)

2. The principal 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 principal or designee shall inform the visitor that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. ~~(Penal Code 627.7)~~

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the

Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. ~~(Penal Code 627.5)~~

(cf 1312.1 - Complaints Concerning District Employee