

VISITORS / OUTSIDERS

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave school grounds, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing.

Immediately upon entering any school building or grounds, any person who is not a student of the school or a district officer or employee shall, when school is in session, report and register his/her presence and the reason for visiting the school to the principal or designee. In order to register, an outsider shall, upon request furnish the principal or designee with the following information: Name, address, occupation, age (if less than 21), purpose for entering school grounds, proof of identity and other information consistent with the provisions of law (Penal Code 627.3). Any person the principal or designee asks to leave school grounds shall promptly comply.

The principal shall provide written authorization to campus supervisors and other members of the school staff who may request loiterers to leave school premises.

All staff members should watch for strangers on school grounds and ask such persons if they have registered in the school office. Staff shall inform the principal when anyone is present who refuses to comply with the registration requirement.

Any possession of unauthorized dangerous instruments, weapons or devices shall be reported immediately to the principal or designee and may be reported to the local law enforcement agency.

Any visitor who fails to register within a reasonable time after entering the school grounds, who fails to leave upon request of the principal or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.

Any person who complies with the principal or designee's request to depart from school grounds may appeal to the Superintendent or principal. The written request for hearing must be made within five (5) days after the person's departure from school and must state why the request to depart was improper. The request also must provide an address to which a hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall mail a notice of the hearing to the person requesting it. The hearing shall be held within seven (7) days after receipt of the request.

The decision of the Superintendent or principal may be appealed to the Board of Trustees. The Board shall consider and decide the matter at the next regular public Board meeting for which it can be placed on the agenda. The Board's decision shall be final.

In order to provide authorized visitors with the opportunity to visit classrooms and to ensure all students their right to have an uninterrupted teaching-learning process, the following procedure shall be followed:

1. The District encourages parents/guardians to visit their child's classroom. Requests for visits are to be routed through the principal's office. Parents/guardians are always welcome but parental visitations must have prior notice to ensure that outside visitors will not interfere with important

instructional activities. The principal and/or designee should accompany visitors to the classrooms.

2. Visitations by other than parents/guardians must also have prior approval of the principal.
3. Other individuals authorized by the parent/guardian may observe classes. However, the principal, and/or designee, will accompany the visitors during the visit.
4. A range of 20-30 minutes is allowed for the visits unless prior arrangements are made with the principal. A longer visit will be permitted only if the principal determines it will not distract the teacher or students, interfere with the instructional program, or interfere with other students' right to privacy.
5. The instructional process will not be interrupted. No attempts shall be made to engage the teacher or the students in conversation during instruction time.
6. There will be no more than one classroom visit per 30 day period for any student.