

VISITS TO THE SCHOOLS

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

The Superintendent or designee shall establish procedures, which facilitate visits during regular school days and require all visitors to register at the school office. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

The Board recognizes the staff time and commitment required by school visits and encourages the staff to accommodate as many requests for visits as possible. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional 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.

For purposes of school safety and security, principal will design and require a visible means of identification for visitors while on school premises.

(cf. 3515.2 - Intruders on Campus)

The primary concern of the district is the education of students. While community partnerships and relationships with parents are part of the mission of the school district, central to the district's mission is the education of students in a safe and orderly environment. In order to insure that classrooms are run efficiently, with focus on the instructional program, minimal disruptions to the daily work of the classroom is necessary. The principal of the school shall encourage visitations to the classrooms, with the number of visitors and the duration of the visits being determined by the consideration for the safety of the children and minimal disruption to the educational program.

The responsibility for student safety is of utmost concern to the school district. In order to execute this responsibility, the District deems necessary to set forth specific regulations regarding the presence of visitors/outside on campus. In this way the District is able to protect student safety by diligently restricting the presence of unauthorized individuals on the campus. An effective instructional program is best operated on a safe and orderly campus.

VISITS TO THE SCHOOLS (continued)

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)
- 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

PENAL CODE

- 626-626.10 Schools
- 627-627.10 Access to school premises, especially:
 - 627.1 Definitions
 - 627.2 Necessity of registration by outsider
 - 627.7 Misdemeanors; punishment
- ATTORNEY GENERAL OPINIONS
- 95 Ops. Cal.Atty.Gen. 509 (1996)
- 626.6 Committing act, or entry upon campus or facility to commit act, likely to interfere with peaceful activities
- 627-627.3 Access to school premises
- 627.4 Refusal or revocation of registration
- 627.5 Hearing request following denial or revocation of registration
- 627.6 Posted signs

VISITS TO THE SCHOOLS

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)

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

Outsider Registration

Any person other than the following is considered an outsider and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2; Evidence Code)

1. A student of the school, unless currently under suspension
2. A Governing Board member or district employee
3. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request.
4. A representative of a school employee organization who is engaged in activities related to the representation of school employees.

Registration Procedure

In order to register, outsiders/visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. 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 within the provisions of law

VISITS TO THE SCHOOLS (continued)**Denial of Registration**

The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider'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 an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence of 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)

All visitors to a campus must check in at the office, notify the principal or designee of their presence and of the purpose of the visit. All visitors must wear a visitor's pass when on the campus. Visitors to a campus who have not followed appropriate check-in procedures, or the regulations set forth here, will be asked to report to the office.

The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider 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)

Parents who wish to visit their child's classroom must present this request to the principal at least 24 hours in advance of their intended visit time. In this way, the principal or designee will have time to notify the teacher or specialist of the parent's intent to visit, and ensure that the time requested is convenient for the staff, and will not be disruptive to the learning environment. Requests may be made verbally or in writing, and should specify the requested visit time.

Parents will be allowed to visit their child's classroom for the purpose of observation only. At no time should a teacher be requested to engage in a conversation regarding a specific child's program during a parent visitation, as this distracts the teacher from his/her primary function of running the classroom. Conferences with teachers can be scheduled at a later time.

Parents shall be allowed to visit their child's classroom unescorted, after making appropriate arrangements. Any other individual interested in visiting or observing a student must: 1) have the parent's permission to visit, and 2) be accompanied by district or Whittier Area Cooperative Special Education Program (WACSEP) personnel. This includes agency personnel who are working with the child as their client. Such requests should be directed, in writing, to the principal, or in the case of special education students, to the Director of Special & Alternative Education. Such request must be made, and approved, one week in advance of the intended visit.

VISITS TO THE SCHOOLS (continued)

Individuals will not be allowed to visit classrooms where their child does not attend. Observations of classes and programs for the purpose of future placement considerations in special education will be arranged through district and/or Whittier Area Cooperative Special Education Program (WACSEP) staff, and shall occur only as escorted visits.

Confidentiality of student identity and information must be recognized and observed by all visitors. Violations of confidential student information on the part of a visitor may result in future restrictions or denial of visitation requests.

The principal or designee shall notify the teacher prior to the visitation that a visitor has arrived. The teacher shall immediately direct any visitor who arrives at a classroom without prior notice to the office. Teachers will not allow visitors to the classroom who have not checked-in at the office and who are not wearing appropriate visitor identification badges, or for whom prior visit notification has not been made in accordance with these regulations.

Parents/guardians shall be able to visit anytime throughout the school year, except during testing, and during the first and last weeks of school.

Visits shall be limited to no more than 30 minutes for preschool; 30-45 minutes for elementary and 45 minutes for secondary. These time frames represent teaching segments. Visitors shall sit in the back of the room, or wherever the teacher directs them to sit.

Frequency of visits shall be limited to no more than two visits per month. Requests for visits in excess of this limitation shall be made to the superintendent or designee, and state the necessity for increased visits. The superintendent or designee reserves the right to deny these requests.

A teacher may request of the principal an alternate date when a request for a visit is received. Every attempt should be made on the part of the teacher to schedule that alternate date within two teaching days. If a teacher is unable to accommodate a parent's request for a visit, she/he should make every attempt to inform the parents of this on the day prior to the intended visit, and schedule the alternate time then.

Either the parent/guardian or the teacher may request a conference after the visit to discuss the educational program. Both parties are encouraged to participate at a mutually convenient time.

A recording device shall not be permitted in the classroom during parent/guardian visitations. (Education Code 51512)

All visitors are reminded that they are required to follow requests/directions of school officials, including teachers, program support personnel and administrators.

VISITS TO THE SCHOOLS (continued)

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 Employees)

The provisions of these regulations are not intended to restrict parents volunteering in the classroom or parent attendance at school activities on the campus to which parents and community members are invited.