

VISITORS/OUTSIDERS

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

(cf. 6116 - Classroom Interruptions)

All outsiders, as defined in law and administrative regulation, shall register immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

(cf. 1112 - Media Relations)

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

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 Penal Code 626.7, 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.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3515.2 - Disruptions)

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/guardian of a district student, shall request written permission from the

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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.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

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, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

VISITORS/OUTSIDERS

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

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

Outsider Registration

Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider: (Evidence Code 1070; Penal Code 627.1, 627.2)

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Governing Board member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station

(cf. 1112 - Media Relations)

Registration Procedure

In order to register, an outsider 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

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3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Principal's Registration Authority

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

(cf. 3515.3 - District Police/Security Department)

When an outsider fails to register, or when the principal or designee denies or revokes an outsider's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may 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

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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.

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 very 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.

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

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)

(cf. 1312.3 - Uniform Complaint Procedures)