

**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.

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 shall 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.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

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)

No electronic video or audio recording device may be used anywhere on District property to record any student, staff member, parent, or any other person without the specific consent of the individual being recorded or the site administrator or designee. This provision does not apply to any public meeting subject to the provisions of the Brown Act or during school athletic events or student performances.

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.

**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 principal before entering the school campus or grounds. As necessary, the principal shall consult with local law

**VISITORS/OUTSIDERS (continued)**

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)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

Ed. Code 32210  
Ed. Code 32211  
Ed. Code 32212  
Ed. Code 35160  
Ed. Code 35292  
Ed. Code 49091.10

Ed. Code 51101  
Ed. Code 51512  
Evid. Code 1070  
Lab. Code 230.8

Pen. Code 290  
Pen. Code 626-626.11  
Pen. Code 626.81

Pen. Code 627-627.10  
Pen. Code 627.1  
Pen. Code 627.2  
Pen. Code 627.7

**Description**

Willful disturbance of public school or meeting  
Threatened disruption or interference with classes  
Classroom interruptions  
Authority of governing boards  
Visits to schools (Board members)  
Parental right to inspect instructional materials and observe school activities  
Parents Rights Act of 2002  
Prohibited use of electronic listening or recording device  
Refusal to disclose news source  
Discharge or discrimination for taking time off to participate in child's educational activities  
Sex offenders  
Weapons on school grounds and other school crimes  
Misdemeanor for registered sex offender to come onto school grounds  
Access to school premises  
Definitions  
Necessity of registration by outsider  
Misdemeanors; punishment

**Management Resources References**

Attorney General Opinion  
Court Decision  
Website

**Description**

95 Ops.Cal.Atty.Gen. 509 (1996)  
Reeves v. Rocklin Unified School District (2003) 109 Cal.App.4th 652  
[CSBA District and County Office of Education Legal Services](#)

**Cross References**

1100  
1112  
1240  
1312.1  
1312.2

**Description**

Communication with the Public  
Media Relations  
Volunteer Assistance  
Complaints Concerning District Employees  
Complaints Concerning Instructional Materials

**VISITORS/OUTSIDERS (continued)**

1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1313	Civility
1700	Relations Between Private Industry and Schools
3513.3	Tobacco-Free Schools
3513.4	Drug and Alcohol Free Schools
3515	Campus Security
3515.2	Disruptions
3515.3	District Police/Security Department
3515.31	School Resource Officers
3515.5	Sex Offender Notification
5020	Parent Rights and Responsibilities
5142	Safety

**Cross References**

6020  
6116

**Description**

Parent Involvement  
Classroom Interruptions

Policy

adopted: December 5, 2017

Revised: September 17, 2024

EL RANCHO UNIFIED SCHOOL DISTRICT

Pico Rivera, California

**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 while they are on school grounds.

**Registration Procedure**

In order to register, a visitor 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 with the provisions of law

**Principal's Registration Authority**

The principal or designee may refuse to register any visitor 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 visitor 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 a visitor fails to register, or when the principal or designee denies or revokes a visitor registration privilege, the principal or designee may request that the individual promptly leave

**VISITORS/OUTSIDERS (continued)**

school grounds. When a visitor 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 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.

## **VISITORS/OUTSIDERS (continued)**

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.

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)*

Regulation

approved: December 5, 2017

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Pico Rivera, California