

# NOVATO UNIFIED SCHOOL DISTRICT

## Board Policy

Series 1000

BP 1250

### COMMUNITY RELATIONS

#### VISITORS/OUTSIDERS

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. 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 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 shall sign in at the beginning of their visit and sign out at the end of their visit. Students from other schools as well as students who have ended their school day are not to be on campus unless accompanied by parents or with permission of the site administrator.

(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.

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)

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

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### 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 or registration by outsider

627.7 Misdemeanors; punishment

### ATTORNEY GENERAL OPINIONS

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

Adopted: April 17, 2001;

Revised: December 17, 2002

# NOVATO UNIFIED SCHOOL DISTRICT

## Administrative Rules and Regulations

Series 1000

AR 1250

### COMMUNITY RELATIONS

#### VISITOR/OUTSIDER

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)

#### **Registration Procedure**

In order to register, visitors/outsideers 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

#### **Denial of Registration**

1. The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor/outsideer'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 may revoke an visitor/outsideer's registration if he/she has a reasonable basis for concluding that the visitor/outsideer'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)

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## Administrative Rules and Regulations

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

### **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 decision of the Superintendent or designee or principal may be appealed to the Governing Board. The Board shall address 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. (Education Code 32211)

### **Communications**

1. All schools will inform parents about the existence of the school safety plan and the rules and regulations regarding visitors and outsiders and communication procedures.
2. In case of incidents that could represent a threat or danger to the safety of children on campus or in the vicinity of school grounds, the principal or designee shall communicate with parents in writing in a timely manner. Depending upon the circumstances, the principal or designee shall work with the local law enforcement agency and with any other appropriate agency to develop the communications and subsequent plan of action. The principal or designee shall seek advice from the district administration, school leadership (PTA, School Site Council/Leadership Team officers, staff representatives) in the preparation of communications.

Adopted: April 17, 2001; Revised: December 17, 2002