



FREDRICK A. WENTWORTH
County Superintendent

SAN JOAQUIN COUNTY OFFICE OF EDUCATION

November 24, 2009

Louise Nan, Superintendent
Ripon Unified School District
304 N. Acacia Ave.
Ripon, CA 95366

RE: Visitors to Schools

Dear Louise,

In our SELPA Local Plan policies, there is a "Visitors to Schools" administrative regulation. This document is not needed since all districts in our SELPA should follow their district Board policies, which apply to all students.

After reviewing our policies and practices, along with direction from the Office for Civil Rights, we are asking that you please remove this administrative regulation document from your copy of our Local Plan policies. This was discussed and supported by the directors at our Council of Directors' meeting on November 18, 2009.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen Skeels".

Kathleen Skeels
Asst. Superintendent – Special Education
SELPA Director

cc Camille Taylor

VISITORS TO SCHOOLS

The LEA administrators, teachers, and staff seek to provide for the successful educational, emotional, and social development of all students. Uninterrupted, protected educational time is paramount to accomplish this goal.

The following are the visitation regulations for programs operated by the LEA:

- 1) A student's legal guardian/parent/surrogate may visit and observe his/her child or teacher at school once a trimester/semester.
- 2) The teacher and LEA program director or administrator must be given at least two school days advance written notice of a request for a school visit/observation.
- 3) The teacher and LEA program director or administrator must approve the date and time of the visit/observation. The administration reserves the right to reschedule the visitation.
- 4) Each visitor/observer, including but not limited to a student's guardian/parent/surrogate, must check-in with the LEA program director or site administrator before the commencement of each visit/observation.
- 5) All visitors must register. Visitors shall, upon request, furnish the administrator or designee with the following information:
 - a) Name, address and occupation
 - b) Age, if less than 21
 - c) Purpose for entering school grounds
 - d) Proof of identity
 - e) Other information consistent with the provisions of law
- 6) The principal or designee may refuse to register any visitor if it has been reasonably concluded that the visitor's presence or actions 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 a visitor's registration if there is a reasonable basis for concluding that the visitor'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.
- 7) Each school visitor/observer, including but not limited to a student's guardian/parents, is limited to a thirty (30) minute visit/observation. An LEA employee must be present during the duration of the visitation.
- 8) The behavior of each visitor/observer, including but not limited to a student's guardian/parent/surrogate, during a school/visitation must be supportive of the school and classroom environment, e.g., no cell phones and no conversations with anyone, including but not limited to teachers, students, or staff, during the visit or observation unless the purpose of the visit is a prearranged and scheduled meeting with a teacher, staff, etc.

- 9) No electronic listening or recording devices may be used by students or visitors in a classroom without the teacher and LEA program director or administrator's permission.

It is the policy of the LEA to permit visits by parents/guardians/surrogates and other interested persons to schools and centers operated by the Office. Individuals who wish to visit or have business on the campus of any public school/center operated by the Office must make their presence known to the County Office site administrator or designee before proceeding to the classroom.

Legal References:

EDUCATION CODE
32212, 35160,

PENAL CODE
627-627.6

VISITORS

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)

Visitor Registration

Any person other than the following is considered a visitor and required to register upon entering school premises during school hours:

1. A student of the school, unless currently under suspension
2. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request

Registration Procedure

In order to register, visitors shall, upon request, furnish the principal or designee with the following information:

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

The following provisions shall apply to visitors:

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

VISITORS (continued)

(cf. 3515.2 - Disruptions)

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

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)

VISITORS

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 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.

(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

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

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

- 9) No electronic listening or recording devices may be used by students or visitors in a classroom without the teacher and LEA program director or administrator's permission.

It is the policy of the LEA to permit visits by parents/guardians/surrogates and other interested persons to schools and centers operated by the Office. Individuals who wish to visit or have business on the campus of any public school/center operated by the Office must make their presence known to the County Office site administrator or designee before proceeding to the classroom.

Legal References:

EDUCATION CODE
32212, 35160,

PENAL CODE
627-627.6