

Administrative Regulation

COMMUNITY RELATIONS

Visitors to Schools

1. Registration

During all hours when a school is open, all visitors to schools shall report to the school office when first entering school grounds and shall follow school procedures for checking in and out of the school and for visiting classrooms and grounds.

"Visitors" include parents, guardians, students registered at other schools, and all other persons except students registered at the school and district employees regularly assigned to the school.

Persons visiting a school for the purpose of attending a specific performance, meeting, or other event may report directly to the event's location but shall register in the school office before visiting other locations on school grounds.

2. Posting

2.1 The Superintendent shall post signs at entrance areas to each school's premises directing visitors to register at the school office. At least three (3) signs shall be posted at each school.

2.2 The Superintendent shall also post signs at each entrance area to school buildings or grounds stating school hours for that school. "School hours" for purposes of these signs begin one (1) hour before classes begin and one (1) hour after classes end at any school.

3. Disruptions

Each school's chief administrative officer or designee may direct any person who is not a student registered at the school or a district employee regularly assigned to the school to leave the school grounds whenever the officer reasonably believes that the person is committing acts likely to disrupt classroom or extracurricular activities of the school or to interfere with students or with the peaceful conduct of school activities. At the time the chief administrative officer or designee directs the person to leave, the officer shall inform the person that (a) failure to immediately leave school premises when directed to leave and (b) unauthorized reentry within seven (7) days is a misdemeanor subject to a fine and/or imprisonment, Penal Code 627.7.

4. Appeal to Superintendent

4.1 Any person directed to leave school grounds by a school's chief administrative officer may appeal the officer's decision by filing a Complaint Form in the Superintendent's Office within two (2) school days after leaving the school grounds.

- 4.2 The complaint shall be referred to the Superintendent, or to a district official designated by the Superintendent to act in his or her place when the Superintendent is not immediately available, who shall confer as soon as possible with the complainant and the school's chief administrative officer. The Superintendent or designee shall decide the appeal, and make diligent efforts to notify the complainant, within twenty-four (24) hours after the complaint is filed. The Superintendent's decision shall be put in writing and delivered to the complainant.

5. Appeal to Governing Board

- 5.1 If the complainant is not satisfied with the Superintendent's decision, the complainant may appeal to the Governing Board within two (2) school days after the Superintendent renders a decision, by submitting a written request to the Superintendent to place the matter on the Board agenda. The request shall include a copy of the complaint, a copy of the Superintendent's decision, and the complainant's written statement of the remedy sought.
- 5.2 The Superintendent shall schedule the appeal for the next regular or adjourned regular Board meeting and will provide the Board members with copies of the complainant's request for appeal and any additional materials required to explain the Superintendent's decision. The Superintendent shall provide the complainant with copies of these additional materials.
- 5.3 The Governing Board shall decide the appeal on the basis of the written materials and any additional information it may request at the Board meeting.
- 5.4 The Governing Board's decision shall be final.

Approved: January 23, 1986
Revised: July 15, 1997