

Salinas City Elementary School District

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/outside while they are on school grounds.

Visitor/Outsider Registration

The Principal and staff at each school shall provide appropriate hospitality for visitors and establish a visitor registration process in the school office. All visitors, including parents, must register before visiting. The principal shall provide a visible means of identification to be used by visitors while on the campus.

The most likely visitors are parents or guardians of students, however, all staff need to be alert for strangers on campus and as them if they have registered in the office. If someone refuses to comply the staff member shall inform the Principal or designee.

The Principal shall provide written authorization to all staff members to request loiters to leave the school premises.

To ensure minimum interruption of the regular classroom program, school visits should be arranged with the teacher and/or Principal. If a conference is desired, an appointment should be set with the teacher for a time before or after school.

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

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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'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)

When a visitor 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 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)

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)

(6/96 10/96 7/10)

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Community Relations

Exhibit #1250

Visitors to the Schools

For inclusion in each school handbook.

Visits by parents and members of the public are encouraged and school staff are asked to accommodate as many requests to visit as possible with a minimum disruption to the educational program.

Visitors are invited to attend school-wide open houses, special events, program demonstrations and to observe classroom activities. The following procedures shall be followed to maintain a minimum disruption to the educational program and to monitor visitors on campus:

1. The Superintendent shall see that each school has a notice at appropriate entrances which describes visitor registration requirements, the location for registration and penalties for non-compliance.
2. All visitors are required to register at the office upon entering the school grounds. At special events and open houses where large groups of visitors will be present, the registration shall take place in each classroom.
3. The Principal and staff shall provide appropriate hospitality for visitors and provide a visible means of identification to be used by visitors while at school.
4. To ensure minimum interruption of the regular classroom program, classroom visits shall be arranged with the teacher or Principal. Visits to the classroom shall not interfere with the instructional program. If a conference is desired, an appointment should be arranged before or after classroom hours.
5. All staff need to be alert for strangers on campus and ask visitors if they have registered at the office when no visible means of identification is observed.
6. The Principal shall designate by written authorization all staff members with authority to request loiterers to leave the school premises. (The law requires such written authorization.)
7. The Principal shall include visitor requirements in notices to parents at least once each school year.