

**Regulation 1250: Visitors/Outsiders**

**Status:** ADOPTED

**Original Adopted Date:** 10/13/2015 | **Last Revised Date:** 09/14/2023 | **Last Reviewed Date:** 09/14/2023

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/outsideers 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. Driver's License for clearance through the national registry
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'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 a visitor'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)

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**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

**Description**

[Willful disturbance of public school or meeting](#)  
[Threatened disruption or interference with classes](#)  
[Classroom interruptions](#)  
[Authority of governing boards](#)  
[Visits to schools \(Board members\)](#)

**State References**

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**

[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  
 1240  
 1240-E PDF(2)  
 1312.1  
 1312.1  
 1312.1-E PDF(1)  
 1312.2  
 1312.2  
 1312.2-E PDF(1)  
 1312.3  
 1312.3  
 1312.3-E PDF(1)  
 1312.3-E PDF(2)  
 1312.4  
 1312.4-E PDF(1)  
 1313  
 1700  
 3513.3  
 3513.3

**Description**

[Communication With The Public](#)  
[Media Relations](#)  
[Volunteer Assistance](#)  
[Volunteer Assistance](#)  
[Volunteer Assistance](#)  
[Complaints Concerning District Employees](#)  
[Complaints Concerning District Employees](#)  
[Complaints Concerning District Employees](#)  
[Complaints Concerning Instructional Materials](#)  
[Complaints Concerning Instructional Materials](#)  
[Complaints Concerning Instructional Materials](#)  
[Uniform Complaint Procedures](#)  
[Uniform Complaint Procedures](#)  
[Uniform Complaint Procedures](#)  
[Uniform Complaint Procedures](#)  
[Williams Uniform Complaint Procedures](#)  
[Williams Uniform Complaint Procedures](#)  
[Civility](#)  
[Relations Between Private Industry And The Schools](#)  
[Tobacco-Free Schools](#)  
[Tobacco-Free Schools](#)

**Cross References**

3513.4

3515

3515

3515.2

3515.31

3515.5

3515.5

5020

5020

5142

5142

6020

6020

**Description**[Drug And Alcohol Free Schools](#)[Campus Security](#)[Campus Security](#)[Disruptions](#)[School Resource Officers](#)[Sex Offender Notification](#)[Sex Offender Notification](#)[Parent Rights And Responsibilities](#)[Parent Rights And Responsibilities](#)[Safety](#)[Safety](#)[Parent Involvement](#)[Parent Involvement](#)