

## **Community Relations**

### **VISITORS/OUTSIDERS**

**AR 1250**

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 while they are on school grounds.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session. (Education Code 35160)

#### **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. Name, address, and occupation
2. Age, if less than 21
3. Purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

#### **Principal's Registration Authority**

The principal or designee may refuse to register any visitor if the principal or designee 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 may revoke any visitor's registration if there is a reasonable basis for concluding that the individual's presence on school grounds would interfere, or is interfering, with the peaceful conduct of school

## Community Relations

### VISITORS/OUTSIDERS

AR 1250

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 shall request that the individual promptly leave school grounds. If a visitor is shown reasonable cause to believe that the visitor is willfully disrupting the orderly operation of a school the principal or designee may issue a "Stay Away Letter" in accordance with Penal Code 626.4.

When a visitor is directed to leave, the principal or designee shall inform the visitor that if the visitor reenters the school within seven days the visitor 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 either of these determinations by submitting, within five days after the person's departure from school, a written request for a hearing to either the Superintendent or the principal of the school at which the registration was denied or revoked. This request must state why the person 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**

Ed. Code 32210

#### **Description**

[Willful disturbance of public school or meeting](#)

## Community Relations

### VISITORS/OUTSIDERS

AR 1250

<i>Ed. Code 32211</i>	<a href="#"><u>Threatened disruption or interference with classes</u></a>
<i>Ed. Code 32212</i>	<a href="#"><u>Classroom interruptions</u></a>
<i>Ed. Code 35160</i>	<a href="#"><u>Authority of governing boards</u></a>
<i>Ed. Code 35292</i>	<a href="#"><u>Visits to schools (Board members)</u></a>
<i>Ed. Code 49091.10</i>	<a href="#"><u>Parental right to inspect instructional materials and observe school activities</u></a>
<i>Ed. Code 51101</i>	<a href="#"><u>Parents Rights Act of 2002</u></a>
<i>Ed. Code 51512</i>	<a href="#"><u>Prohibited use of electronic listening or recording device</u></a>
<i>Evid. Code 1070</i>	<a href="#"><u>Refusal to disclose news source</u></a>
<i>Lab. Code 230.8</i>	<a href="#"><u>Discharge or discrimination for taking time off to participate in child's educational activities</u></a>
<i>Pen. Code 290</i>	<a href="#"><u>Sex offenders</u></a>
<i>Pen. Code 626-626.11</i>	<a href="#"><u>Weapons on school grounds and other school crimes</u></a>
<i>Pen. Code 626.81</i>	<a href="#"><u>Misdemeanor for registered sex offender to come onto school grounds</u></a>
<i>Pen. Code 627-627.10</i>	<a href="#"><u>Access to school premises</u></a>
<b>Management Resources</b>	<b>Description</b>
<i>Attorney General Opinion</i>	95 Ops.Cal.Atty.Gen. 509 (1996)
<i>Court Decision</i>	Reeves v. Rocklin Unified School District (2003) 109 Cal.App.4th 652
<i>Website</i>	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>

### Cross References

<b>Policy</b>	<b>Description</b>
1100	<a href="#"><u>Communication With The Public</u></a>
1112	<a href="#"><u>Media Relations</u></a>
1240	<a href="#"><u>Volunteer Assistance</u></a>
1240	<a href="#"><u>Volunteer Assistance</u></a>

## Community Relations

### VISITORS/OUTSIDERS

AR 1250

1312.1	<a href="#"><u>Complaints Concerning District Employees</u></a>
1312.1	<a href="#"><u>Complaints Concerning District Employees</u></a>
1312.2	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.2	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.2-E(1)	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3-E(1)	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3-E(2)	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.4	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E(1)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E(2)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1313	<a href="#"><u>Civility</u></a>
1700	<a href="#"><u>Relations Between Private Industry And The Schools</u></a>
3513.3	<a href="#"><u>Tobacco-Free Schools</u></a>
3513.3	<a href="#"><u>Tobacco-Free Schools</u></a>
3513.4	<a href="#"><u>Drug And Alcohol Free Schools</u></a>
3515	<a href="#"><u>Campus Security</u></a>
3515	<a href="#"><u>Campus Security</u></a>
3515.2	<a href="#"><u>Disruptions</u></a>
3515.2	<a href="#"><u>Disruptions</u></a>
3515.3	<a href="#"><u>District Police/ Security Department</u></a>
3515.3	<a href="#"><u>District Police/ Security Department</u></a>
3515.31	<a href="#"><u>School Resource Officers</u></a>
3515.5	<a href="#"><u>Sex Offender Notification</u></a>
3515.5	<a href="#"><u>Sex Offender Notification</u></a>

**Community Relations**

**VISITORS/OUTSIDERS**

**AR 1250**

5020	<a href="#"><u>Parent Rights And Responsibilities</u></a>
5020	<a href="#"><u>Parent Rights And Responsibilities</u></a>
5142	<a href="#"><u>Safety</u></a>
5142	<a href="#"><u>Safety</u></a>
6020	<a href="#"><u>Parent Involvement</u></a>
6020	<a href="#"><u>Parent Involvement</u></a>
6116	<a href="#"><u>Classroom Interruptions</u></a>

**Regulation**

**Approved:** September 12, 1995

**Revised:** 11/12/96; 1/29/13; 3/27/2025;

**PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California