

Community Relations

VISITORS/OUTSIDERS

BP 1250

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program consistent with this Board policy, the accompanying administrative regulation, and any procedures established by the Superintendent or designee.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours shall be arranged with the principal or designee. **Observations in individual classrooms or other instructional areas/sites shall be limited to thirty (30) minutes duration unless otherwise agreed to by the teacher, principal or designee.** If When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately as a visitor upon entering any school building or grounds when school is in session.

The principal or designee shall provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

Any visitor who is in a school building or on school grounds when school is in session shall behave in an orderly manner while on school grounds and by utilizing the district's complaint process if they have concerns with any district program or employee. In accordance with Penal Code 626.7 and Administrative Regulation 3515.2 - Disruptions, the principal or designee shall request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

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Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds, in accordance with Board Policy and Administrative Regulation 3515.5 - Sex Offender Notification. The principal shall report to the Superintendent or designee anytime such a request is received and notify the Superintendent or designee if permission is granted or denied. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

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	Description
<i>Ed. Code 32210</i>	<u>Willful disturbance of public school or meeting</u>
<i>Ed. Code 32211</i>	<u>Threatened disruption or interference with classes</u>
<i>Ed. Code 32212</i>	<u>Classroom interruptions</u>
<i>Ed. Code 35160</i>	<u>Authority of governing boards</u>
<i>Ed. Code 35292</i>	<u>Visits to schools (Board members)</u>
<i>Ed. Code 49091.10</i>	<u>Parental right to inspect instructional materials and observe school activities</u>
<i>Ed. Code 51101</i>	<u>Parents Rights Act of 2002</u>
<i>Ed. Code 51512</i>	<u>Prohibited use of electronic listening or recording device</u>
<i>Evid. Code 1070</i>	<u>Refusal to disclose news source</u>
<i>Lab. Code 230.8</i>	<u>Discharge or discrimination for taking time off to participate in child's educational activities</u>
<i>Pen. Code 290</i>	<u>Sex offenders</u>

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Pen. Code 626-626.11

[Weapons on school grounds and other school crimes](#)

Pen. Code 626.81

[Misdemeanor for registered sex offender to come onto school grounds](#)

Pen. Code 627-627.10

[Access to school premises](#)

Management Resources

Description

Attorney General Opinion

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

Court Decision

Reeves v. Rocklin Unified School District (2003) 109 Cal.App.4th 652

Website

[CSBA District and County Office of Education Legal Services](#)

Cross References

Policy

Description

1100

[Communication With The Public](#)

1112

[Media Relations](#)

1240

[Volunteer Assistance](#)

1240

[Volunteer Assistance](#)

1312.1

[Complaints Concerning District Employees](#)

1312.1

[Complaints Concerning District Employees](#)

1312.2

[Complaints Concerning Instructional Materials](#)

1312.2

[Complaints Concerning Instructional Materials](#)

1312.2-E(1)

[Complaints Concerning Instructional Materials](#)

1312.3

[Uniform Complaint Procedures](#)

1312.3

[Uniform Complaint Procedures](#)

1312.3-E(1)

[Uniform Complaint Procedures](#)

1312.3-E(2)

[Uniform Complaint Procedures](#)

1312.4

[Williams Uniform Complaint Procedures](#)

1312.4-E(1)

[Williams Uniform Complaint Procedures](#)

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1312.4-E(2)	<u>Williams Uniform Complaint Procedures</u>
1313	<u>Civility</u>
1700	<u>Relations Between Private Industry And The Schools</u>
3513.3	<u>Tobacco-Free Schools</u>
3513.3	<u>Tobacco-Free Schools</u>
3513.4	<u>Drug And Alcohol Free Schools</u>
3515	<u>Campus Security</u>
3515	<u>Campus Security</u>
3515.2	<u>Disruptions</u>
3515.2	<u>Disruptions</u>
3515.3	<u>District Police/ Security Department</u>
3515.3	<u>District Police/ Security Department</u>
3515.31	<u>School Resource Officers</u>
3515.5	<u>Sex Offender Notification</u>
3515.5	<u>Sex Offender Notification</u>
5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5142	<u>Safety</u>
5142	<u>Safety</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6116	<u>Classroom Interruptions</u>

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Policy

Adopted: September 12, 1995

Revised: 11/12/96, 1/29/13, 4/23/15; 03/27/2025

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California