

COMMUNITY RELATIONS

Visitors/Non-District Personnel

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/Non-District Personnel while they are on school grounds.

Non-District Personnel Registration

Non-District Personnel shall register upon entering school premises during school hours. Any person other than the following is considered Non-District Personnel: (Evidence Code 1070; Penal Code 627.1, 627.2)

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Governing Board member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official

(cf. 1112 - Media Relations)

Guidelines for Visits by Non-District Personnel

1. Visitors/Non-District Personnel must not interfere with students' curricular responsibilities
2. Visitors/Non-District Personnel must wear appropriate attire, as determined by the principal or designee, and conduct themselves within the school and district code of conduct when visiting district schools
3. Clergy and other representatives of religious organizations or youth group representatives may visit with their congregants during non-instructional time, but shall not use the visit to proselytize others

4. Clergy and other representatives of religious organizations or youth group representatives may not participate in, encourage or solicit any religious activities with students
5. Clergy and other representatives of religious organizations or youth group representatives may not participate in student-led religious group meetings on campus, regardless of whether they may be acting in their capacity as staff of the school
6. Visitors/Non-District Personnel are prohibited from interacting with students who do not freely welcome such interaction
7. Visitors/Non-District Personnel may not recruit for fund-raising activities, religious groups, youth groups, or political causes when visiting school campuses in accordance with policy
8. Visitors/Non-District Personnel who wish to disseminate information to students or staff must comply with district board policies, including the prohibition from pressuring student to accept literature
9. Due to privacy issues, videotaping and tape recording students is not permitted
10. Central Unified School District does not endorse any viewpoints expressed by Visitors/Non-District Personnel on district campuses

Registration Procedure

In order to register, Non-District Personnel 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

Principal's Registration Authority

The principal or designee may refuse to register any Non-District Personnel 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 Non-District Personnel 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)

(cf. 3515.2 - Disruptions)

(cf. 3515.3 - District Police/Security Department)

When any Non-District Personnel fails to register, or when the principal or designee denies or revokes any Non-District Personnel registration privileges, the principal or designee may request that the individual promptly leave school grounds. When any Non-District Personnel 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)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

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