

RANCHO SANTA FE SCHOOL DISTRICT

Board Policy No. 1009: VISITORS

- A. Purpose. The purpose of this policy is to set forth the rules that apply to parent/guardian visits to the District's schools, including the right to observe classroom instruction as provided in Education Code Section 49091.10.
- B. Conference with Teacher. If a conference with a teacher is the purpose of the visit, an appointment must first be made with the teacher for the conference which must be held on non-instructional time.
- C. Registration. All visitors must register immediately at the front office upon entering school premises. Visitors are required to present a US government-issued identification or other available form of identification, which will be entered into the District's visitor management system. Upon successful completion of this process, and a determination that the visitor has a legitimate reason for being on school premises, the visitor shall be provided a visible means of identification to wear at all times while on school premises.
- D. Classroom Observations. Except in unusual circumstances, only parents/guardians will be permitted to observe instruction or student activities which involve their child.
 - 1. A parent or guardian who desires to observe instruction and/or other school activities that involve the parent or guardian's child shall submit a prior written request to the principal including the classroom or activity desired to be observed, name of child participating in the class or activity, and general reason for the request. This written request shall be submitted at least 24 hours in advance of the desired time of the classroom observation. The principal will make arrangements with the teacher. The time, date, and length of the observation will be at the discretion of the teacher. If the requested time is not appropriate under the circumstance, alternative arrangements will be made.
 - 2. The principal may place reasonable limitations on the frequency or number of classroom visits per parent/guardian or other observers at a time where a parent/guardian is not a classroom volunteer.
 - 3. No classroom observation will be permitted if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
 - 4. Approved parents/guardians shall sign in immediately upon arriving on campus in the office, sign out at the office on leaving the office, and obtain and wear a visitor's permit/sticker at all times.

5. Parents/guardians approved for a particular observation are not to go to other classrooms or areas other than the area of the approved observation.
6. Children/siblings may not accompany parents/guardians to observe classrooms or other activities.
7. Parents/guardians observing in classrooms are not to converse with the teacher during class time. Arrange a time before or after school to do so.
8. Parents/guardians are not to communicate with their children or the other children during class time.
9. The teacher will provide a place for ~~visitors~~ parents/guardians to observe which will not disrupt classroom work. Parents/guardians ~~Observers~~ should remain in the designated area.
10. Parents/guardians ~~Observers~~ must enter and leave the classroom as quietly as possible.
11. Parents/guardians ~~Observers~~ are not to read or review completed tests, scores, or other confidential information regarding students in the class.
12. Parents/guardians ~~Observers~~ are not to use cellular phones, cameras, photographic equipment, tape recorders or other electronic listening or recording devices in the classroom or while observing other activities without the prior permission of the principal or designee and teacher. (See Education Code section 51512).
13. Observations will not be permitted during the first month of school, local/state testing, and during the last month of school.
14. Parents/guardians ~~Observers~~ are not to bring to school any item which students are not permitted to possess at school such as drugs, weapons, gum, alcohol, etc.

E. Lunch with Child

1. A parent or guardian who desires to have lunch with his/her child shall submit a prior written request to the principal at least 24 hours in advance. If the requested day is not appropriate under the circumstance, alternative arrangements will be made.
2. Upon approval by the principal, a parent/guardian may join his/her child for the twenty (20) minute lunch period, only. A parent/guardian may not visit with his/her child for the recess period that immediately precedes or follows the lunch period and may not participate in any playground and/or recess activities

F. Disruption of School, Office, or Educational Program

1. Any visitor who disrupts or threatens to disrupt school, office or the educational program or threatens the health and safety of students or staff, or willfully causes property damages or uses loud and/or offensive language which could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or District property promptly by the Superintendent, principal or designee.
2. If a visitor uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate in a civil manner. If the conduct does not stop, the District employee will verbally notify the person that his/her participation in the meeting, conference, telephone conversation, or observation is terminated and, if on District premises, the person will be directed to leave District property promptly.
3. When a visitor is directed to leave District property under the above circumstances, the Superintendent, principal or designee shall inform the visitor that he/she will be guilty of a misdemeanor in accordance with Education Code section 44811 and Penal Code sections 415.5 and 626.7 if he/she reenters and District facility within thirty (30) days after being directed to leave or within seven (7) days if the visitor is a parent/guardian of a student attending that school.
4. If a visitor refuses to leave upon request or returns before the applicable period of time, or if it reasonably appears that students, employees or District property may be in immediate danger of physical violence, the Superintendent, principal or designee shall immediately notify law enforcement.
5. When violence is directed against an employee or student, or there is threatened damage or theft of District property, the employee shall promptly report the incident to the principal or supervisor and complete and file an incident report.

Legal Reference: Education Code sections 32210, 32211, 32212, 35292, 44014, 44810, 44811, 49091.10(b), 51512
Penal Code sections 243.5, 413.5, 626.8, 626.10-626.10-627-627.10, 627.2, 627.7

Date Policy Adopted By The Board: December 11, 2008

Date Policy Revised By The Board: March 1, 2012, October 16, 2018, February 18, 2025