

Business and Noninstructional Operations

**CAMPUS ACCESS AND SAFETY**

The Board of Education is committed to maintaining a safe, secure, and orderly environment on all District campuses. To ensure the safety of students, staff, and visitors, all District non-charter schools shall operate as safe campuses, meaning parents and visitors are not permitted on school grounds during the school day, unless otherwise authorized by the Superintendent or designee. (Education Code 32280–32289; 35160; 35160.1)

Safe Campus Procedures

1. Check in and Identification:

Only authorized individuals may enter school grounds. When permitted, all visitors, including parents/guardians, volunteers, and contractors, must sign in at the school office, provide identification, and wear a District-issued visitor badge while on campus. Parents/guardians may check in through the district’s visitor management system (Raptor) for the purpose of accompanying their child to the designated morning drop-off line or walking them to the classroom. Parents/guardians shall proceed directly to and from the designated areas and exit the campus by the first bell. All parents/guardians must follow site-specific safety procedures and comply with staff directions while on campus.

2. Authorization / Limitation

The principal or designee may approve, limit, or deny any visit when it would interfere with instruction, disrupt school activities, compromise health or safety, or violate a court order or custody restriction. The principal or designee may ask any person without proper authorization to leave school grounds. (Penal Code 627.4, 627.7)

3. Student Safety and Supervision:

Students are to remain under school supervision from the time of arrival until dismissal. Leaving campus during school hours is prohibited unless authorized by school administration and accompanied by verified parent/guardian consent. (Education Code 44808.5)

4. Deliveries and Non-School Activities:

Deliveries, sales, solicitations, or non-school-related activities on campus are not permitted without prior approval from the site principal or designee.

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5. Emergency Situations:

In the event of an emergency, schools will follow established District safety and reunification procedures to ensure the protection of all individuals on campus.

6. Persons Whose Presence Would Be Disruptive or Unsafe:

The principal or designee shall refuse or revoke permission to enter District grounds to any person whose presence or acts are likely to interfere with the peaceful conduct of school activities or pose a threat to the safety of students or staff. (Penal Code 626.7, 626.8, 627.2–627.7)

After-School and Community Use

Schools may open their facilities to approved after-school programs or community organizations outside of regular instructional hours, consistent with the Civic Center Act and District facility use policies. Site administrators shall ensure that Appropriate supervision and safety measures are in place at all times.

Communication and Enforcement

Each school shall clearly communicate safe campus and visitor procedures through handbooks, signage, and digital communication to families and the community. Site administrators are responsible for ensuring compliance with this policy and may implement additional safety procedures as needed to address unique site conditions.

Legal Reference

Education Code:

32210–32213	School safety; disturbances
35160	Authority of the Board
35160.1	Board authority of school district
32280–32289	Comprehensive school safety plans
44808.5	Permission for pupils to leave school grounds; notice
49061 et seq.	Pupil records; directory information (re: access to student information)

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**CAMPUS ACCESS AND SAFETY** (continued)

PENAL CODE

626.7–626.8 Disruptive presence at schools

627–627.7 Access to school premises; visitor registration; principal’s authority

CIVIC CENTER ACT

38130–38139 Use of school property for public purposes

U.S. CODE, TITLE 42

12101–12213 Americans with Disabilities Act (accessibility requirements)

Policy

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California