VISITORS

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)

Registration Procedure
In order to register, visitors shall furnish the principal or designee with the following information: (Penal Code 627.3)

1. Name and address
2. Occupation
3. Purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Registration
The requested school visitation may be denied by the principal/designee 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 requested school visitation may be scheduled for another time which may be more appropriate when considering student learning. Any outsider who is denied permission to visit the school or whose permission is revoked shall leave the school grounds immediately. When an outsider 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)

Loitering/Trespassing on School Grounds
Loitering on school grounds in the district is prohibited. Any individual who is present on a school ground in the district who has no apparent lawful purpose to pursue will be directed to leave the school grounds immediately.