

Administrative Regulation

Community Relations

AR 1250

VISITORS/OUTSIDERS

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)

~~Principal's Registration Authority~~

~~The Superintendent or designee shall develop a standardized District wide visitor registration process. This process may include visitors providing some form of identification as part of the registration process. Visitors will be given a visitor identification that shall be worn at all times during the visit. Visitors shall also be provided with the District policy regarding visitors and their conduct while on the campus.~~

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session. (Education Code 35160)

Registration Procedure

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. Name, address, and occupation
2. Age, if less than 21
3. 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 visitor if ~~he/she~~ the principal or designee 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 visitor's registration if ~~he/she has~~**there is** 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)

When a visitor fails to register or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee ~~may~~**shall** request that the individual promptly leave school grounds. **If a visitor is shown reasonable cause to believe that the visitor is willfully disrupting the orderly operation of a school, the principal or designee may issue a "Stay Away Letter" in accordance with Penal Code 626.4.**

When a visitor is directed to leave, the principal or designee shall inform ~~him/her~~**the visitor** that if ~~he/she~~**the visitor** reenters the school within seven days, ~~he/she~~**the visitor** may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

~~Dependent Children at District Sites~~

~~The District has a long standing practice of prohibiting employees and volunteers from bringing their children to the work site during working hours, including in-service training, professional development, and similar District programs. When dependents are brought to work, they create potential medical, safety, and liability issues, supervision concerns, workday violations, and additionally, may be distracting to students who are trying to learn. For your children's safety, the safety of our student,s and the reasons listed above, please do not bring your children to work with you, nor should you allow volunteers to bring their non student children to the work site or school events. Emergency and unique situations must be discussed with your supervisor. Thank you for your cooperation and assistance in making our school district a safer working and learning environment.~~

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal either of these determinations by submitting, within five days after the person's departure from school, a written request for a hearing to either the Superintendent or the principal of the school at which the registration was denied or revoked. This request must state why the person 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)

PERRIS UNION HIGH SCHOOL DISTRICT
Perris, CA

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