

## Regulation 1250: Visitors/Outsiders

The Superintendent or designee shall post at every entrance to each school and school grounds a notice ~~setting forth visitor registration requirements,~~ **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 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, ~~outsiders~~ **a visitor** shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. ~~His/her name~~ **Name**, address, and occupation
2. ~~His/her age~~ **Age**, if less than 21
3. ~~His/her purpose~~ **Purpose** for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

### Denial of Registration¶

~~The following provisions of law shall apply to visitors. Visitors do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627.1.~~ **Principal's Registration Authority**

~~The principal or designee may refuse to register any visitor/outsider if he/she the principal or designee reasonably concludes that the visitor's 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 outsider's 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)

~~The~~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 ~~a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds.~~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 the visitor/~~outsider~~ that if ~~he/she~~the visitor reenters the school within seven days ~~he/she will~~the visitor 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~~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 ~~he/she~~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)