

## **VISITORS TO SCHOOL CAMPUSES~BULLETIN NO. N-2 ~ JANUARY 7, 2000**

The enhanced involvement and assistance of parents, community members, and organization representatives in school programs and activities have increased the number of school campus visitors. In some instances, campus visitors have created concerns for staff. Therefore, all school campus visitors must be informed and must adhere to the laws and school policies of visitors to school campuses, as stated in the California Education Code (Education Code & 44810(a); &44811 (a); §51101, (a): (1), (2), (12) and Board Rules (1265, 2002). The legal requirements state:

- School must develop and post a visitor's policy.
- All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested.
- Children who are not enrolled a school are not to be on the campus unless prior approval of the principal/designee has been obtained.
- Parents **do** have the right to:
  1. be informed in advance of the procedures for visiting the school;
  2. request and obtain approval of the principal/designee to enter a school campus;
  3. observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within reasonable period of time after making a request;
  4. observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request;
  5. request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
  6. meet with their child's teacher(s) and / or the school principal/designee, within a reasonable period of time after making a request.
- Parents **do not** have the right to:
  1. willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
  2. disrupt class work, extracurricular activities or cause substantial disorder in a place where a school employee is required to perform his or her duties.

### **Visitor's Policy**

It is the responsibility of each school to develop and post a visitor's policy. This visitor's policy must be published and distributed to parents and staff annually thereafter. The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits. General expectations for visitors are:

- Follow the established school policy in requesting a classroom visitation date from the principal/designee.
- Complete a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.

- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher and/or instructional aides during the visitation.
- Do not interfere with any school activity during the visitation.
- Keep the length of the classroom visits reasonable (to be determined by the activity being observed).
- Keep the frequency of classroom visits reasonable (to be determined by the activity being observed).
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
- Return the visitor's permit to the point of origin before leaving the campus.

#### **Administrator's Authority**

Adults and minors over 16 years of age who enter a school campus and fail to adhere to the posted "Visitor's Policy" or who defy the principal/designee's authority may be reported to the appropriate police agency and may be subject to criminal charges under the California Penal Code.