

VISITORS/OUTSIDERS

The Jefferson School District school administrators, teachers, and staff seek to provide for the successful educational, emotional, and social development of all students. Uninterrupted, protected educational time is paramount to accomplish this goal.

The following are the visitation regulations for programs operated by Jefferson School District:

- 1) A student's legal guardian/parent/surrogate may visit and observe his/her child or teacher at school as needed or requested.
- 2) The teacher and site administrator shall be given at least two school days advance written notice of a request for a school visit/observation, unless such requirements are waived per instance by the teacher and site administrator.
- 3) The teacher and site administrator must approve the date and time of the visit/observation. The administration reserves the right to reschedule the visitation.
- 4) Each visitor/observer, including but not limited to a student's guardian/parent/surrogate, must check in with the site administrator or designee before commencement of each visit/observation.
- 5) All visitors must register. Visitors shall, upon request, furnish the administrator or designee with the following information:
 - a) Name, address and occupation
 - b) Age, if less than 21
 - c) Purpose for entering school grounds
 - d) Proof of identity
 - e) Other information consistent with the provisions of law

Denial of Registration

The following provisions of law shall apply to visitors. Unless specifically stated below, visitors do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627.1.

- 1) The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor'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 a visitor's registration if he/she has a reasonable basis for concluding that the visitor'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)

VISITORS/OUTSIDERS (continued)

- 2) The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)
- 3) The site administrator or designee may refuse to register any visitor if it has been reasonably concluded that the visitor's presence or actions would disrupt the school, students, or staff; would result in damage to property; or would result in the distribution or use of a controlled substance. The site administrator or designee or school security officer may revoke a visitor's registration if there is a reasonable basis for concluding that the visitor'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.
- 4) Each school visitor/observer is limited to a thirty (30) minute visit/observation. A Jefferson School District employee must be present during the duration of the visitation.
- 5) The behavior of each visitor/observer/guardian/parent/surrogate, during a school visitation/observation must be supportive of the school and classroom environment, e.g., no cell phones and not conversations with anyone, including but not limited to teachers, students, of staff, during the visit/observation unless the purpose of the visit is a prearranged and scheduled meeting with a teacher, staff member, etc.
- 6) No electronic listening or recording devices may be used by students or visitors in a classroom without the teacher or site administrator's permission.

It is the policy of Jefferson School District to permit visits by guardian/parents/surrogates and other interested persons to school and center operated by the office. Individuals who wish to visit or have business on the campus of any public school/center operated by the office must make their presence known to the site administrator or designee before proceeding to the classroom.

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)