



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Administrative Regulation:

#1250

Section: 1000 Community Relations

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VISITORS/OUTSIDERS

The Chico Unified School District is committed to providing a safe and secure learning environment for students and staff. School site administrators are to ensure that all exterior gates and doors are locked at the beginning of classes and remain locked until the end of the school day.

As we welcome outsiders and visitors to our schools, we need to inform them of our policies and procedures. Parental and community involvement in school programs and activities shall be encouraged as stated in the California Education Code (Education Code 44810(a); 44811(a); 51101(a)(1)(2)(12) and Board Policy 1250).

It is the responsibility of each principal/designee to post, in appropriate languages, a Policy that addresses visiting school sites consistent with the requirements set forth in this Regulation and as required by law. The Policy must be published and distributed to parents and staff annually thereafter and be made available to members of the public. Any individual who fails to adhere to the posted Policy or who defies the principal/designee's authority may be directed to leave, reported to the appropriate law enforcement agency, may be subject to criminal charges and be denied access to the site for a period of time. As outlined in this Regulation a person may be permitted to appeal to the local district director if there is disagreement.

Definitions for purposes of this Administrative Regulation and related Board Policy:

A "Visitor" is considered any individual that is not an outsider as defined by Penal Code section 627.1, or is not a student or staff member. (e.g. parent, guardian, news, public official, staff member from a different site).

An "Outsider" is any person **other than**:

1. A student of the school; except a student who is currently suspended.
2. A parent or guardian of a student of the school.
3. An officer or employee of the school district that maintains the school.
4. A public employee whose employment requires him or her to be on school grounds, or any person who is on school grounds at the request of the school.
5. A union representative (e.g. CSEA, CUTA).
6. An elected public official.
7. Publisher, Editor, Reporter.



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Requirements for all Outsiders (Penal Code section 627 et. seq.)

1. All Outsiders shall provide the information identified in Penal Code section 627.3 (set forth below) at the front entry point (buzzer) of the school, to school personnel. Once cleared for entry by school personnel, Outsiders shall register in the front office, and provide the information identified in Penal Code section 627.3:
 - Name
 - Address
 - Occupation
 - Purpose for Entering
 - Location of Visit (e.g. Specific Classroom, Multi-Purpose, etc.)
 - Proof of Identity (e.g. Driver's License)
2. Penal Code 627.2 requires that no Outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee, except to proceed expeditiously to the office for the purpose of registering.
3. 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 the same day as requested.
4. Penal Code 627.4 permits the principal or designee to:
 - a. Refuse to register an Outsider if they have a reasonable basis for concluding that the Outsider's presence or acts would cause a disruption at the school (class, students, teachers, other employees), result in damage to property, or would result in the distribution or use of unlawful or controlled substances.
 - b. Revoke on Outsider's registration if they have a reasonable basis for concluding that the Outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school or would disrupt or is disrupting the school (class, students, teacher, other employees).
5. Any person refused registration or whose registration is revoked may appeal the determination in accordance with Penal Code section 627.5.
6. Penal Code 627.7 provides that it is a misdemeanor for any Outsider to fail or refuse to leave campus promptly after the principal or their designee has requested the Outsider to leave or fail to remain off campus for 7 days after being requested to leave

Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.



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Requirements for Visitors

- 1.. Visitors DO have the right to:
 - a. Be informed in advance of the procedures for visiting the school.
 - b. Request and obtain approval of the principal/designee to enter a school campus.
 - c. Observe in the classroom or classrooms in which their child is enrolled, within a reasonable period of time, after making a request.
 - d. Observe the school site for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request.
 - e. Request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
 - f. Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.
2. Visitors DO NOT have the right to:
 - a. 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.
 - b. Disrupt instructional time, extra-curricular activities, cause disorder, or otherwise disrupt the normal operations of the school.
3. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.
4. All Visitors shall provide the information below at the front entry point (buzzer) of the school. Once cleared for entry by school personnel, the Visitor shall register - in the front office before entering campus and provide the following information:
 - Name
 - Occupation/Relation to Student
 - Purpose for Entering
 - Location of Visit (e.g. Specific Classroom, Multi-Purpose, etc.)
 - Proof of Identity (e.g. Driver's License)
5. 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 the same day as requested.
6. Follow the established school policy in requesting a classroom visitation from the principal/designee.

Regulation Approved: EAC-2/28/08, 5/18/11; SAC-3/6/08, 6/2/11; 8/14/23; 4/28/25; 12/8/25



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7. Penal Code 626.4 provides that consent for Visitor's presence on campus may be revoked if there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus. In no case shall consent be withdrawn for more than 14 days. The person from whom consent has been withdrawn has a right to appeal the determination as set forth in Penal Code 626.4.
8. Any visitor who willfully and knowingly enters or remains on site during the period for which consent has been withdrawn, is guilty of a misdemeanor as set forth in Penal Code 626.4

As we welcome visitors to our schools, the guidelines below should be communicated to ensure an enjoyable, productive experience for all:

1. Follow the established school policy in requesting a classroom visitation from the principal/designee.
2. Enter and leave the classroom as quietly as possible.
3. Do not converse with students or staff during instructional time.
4. Do not interfere with school activities.
5. Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
6. Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
7. Sign out in the office before leaving the campus.

Disruptive Person Letter (Penal Code 626.4)

It is the responsibility of the principal/designee to maintain a safe campus free of disruption. The following are examples that would warrant issuing a Disruptive Person's Letter:

1. When a Visitor willfully interferes 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. When a Visitor disrupts instructional time, extracurricular activities, causes disorder, or otherwise disrupts the normal operation of the school.
3. When a Visitor exhibits behavior and/or language that poses a danger or perceived threat to staff or students.



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4. When a Visitor exhibits any behavior that interferes with the orderly and safe operation of the school.

The Disruptive Person Letter is issued at the discretion of the principal/designee. The principal/designee is encouraged to consult with the Educational Services team or other appropriate offices (i.e. School Police, or OGC) prior to issuance of letter. Communication with recipient is required to issue the letter. The letter shall be mailed and/or emailed.

1. Prior to issuing a Disruptive Person Letter, the principal/designee may issue a warning letter, if appropriate. A warning letter cannot be appealed. (Please include specific facts supporting issuance of the warning letter.)
2. Once a formal Disruptive Person Letter is issued, the duration of time shall not exceed one year from the date of issuance. (The DPL shall include specific facts supporting the issuance of the letter.)
3. The letter does not preclude individuals from visiting the school or attending school activities, but merely requires calling the principal/designee ahead of time to schedule an appointment.

Appeal Process

If a Disruptive Person Letter is appealed, the steps below are to be followed:

1. The person has the option to appeal the letter.
2. The person must appeal to the issuing principal/designee in writing-
The principal/designee shall provide a written response within thirty days of receipt of the Appeal. If the complaint is not resolved, the person can ask for a second appeal.
3. The person may file a second appeal with the Superintendent or Designee. The Superintendent or Designee shall respond to the appeal within thirty days of receipt of the appeal. The decision of the Superintendent is final.

AUTHORITY:

ASSISTANCE:

This policy is enforced by the California Penal Code Section 626.7, 626.8; Education Code 44810(a), 44811(a).



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Attachment A

SCHOOL NAME:

PRINCIPAL/DESIGNEE:

DEFINITIONS

A "Visitor" is considered any individual that is not an outsider as defined by Penal Code section 627.1, or is not a student or staff member. (eg. parent, guardian, news, public official, staff member from a different site).

An "Outsider" is any person other than:

- (1) A student of the school; except a student who is currently suspended.
- (2) A parent or guardian of a student of the school.
- (3) An officer or employee of the school district that maintains the school.
- (4) A public employee whose employment requires him or her to be on school grounds, or any person who is on school grounds at the request of the school.
- (5) A union representative (e.g. CSEA, CUTA).
- (6) An elected public official.
- (7) Publisher, Editor, Reporter.

PROCEDURES & REQUIREMENTS FOR CAMPUS OUTSIDER VISITS

- Request an appointment for a visitation date and time from the office staff after entering the school office. (Appointments may be scheduled for the same day and should be scheduled for the date and time requested, if possible. Include a copy of the school's bell schedule(s).)
- Upon entering campus, all Outsiders shall provide the following information at the office entry point:
 - Name
 - Address
 - Occupation
 - Purpose for Entering
 - Location of Visit (e.g. Specific Classroom, Multi-Purpose, etc.)
 - Proof of Identity (e.g. Driver's License).
- Complete a visitor's permit (sticker) and obtain the principal/designee's approval before proceeding to enter the campus. (Schools should describe how the visitor is to sign in the Visitors' On Campus Log Book and where it is located.)
- Before leaving campus, return the visitor's permit to the designated location. (Schools should identify where the visitor is to sign out before leaving the campus.)

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- Do not converse with the students, teacher(s), and/or instructional assistants during the visitation.
 - Do not interfere with any school activity during the visitation.
 - Allow Refusal/Revocation: Penal Code §627.4 gives the principal or designee the authority to refuse or revoke registration if they have a reasonable basis to conclude the person's presence would disrupt the school or its activities.

PROCEDURES AND REQUIREMENTS FOR CAMPUS VISITORS:

- Upon entering campus, all Visitors shall provide the following information at the office entry point:
 - Name
 - Occupation/Relation to Student
 - Purpose for Entering
 - Location of Visit (e.g. Specific Classroom, Multi-Purpose, etc.)
 - Proof of Identity (e.g. Driver's License).
- Complete a visitor's permit (sticker) and obtain the principal/designee's approval before proceeding to the classroom. (Schools should describe how the visitor is to sign in the Visitors' On Campus Log Book and where it is located.)
- Request an appointment for a visitation date and time from the office staff after entering the school office. (Appointments may be scheduled for the same day and should be scheduled for the date and time requested, if possible. Include a copy of the school's bell schedule(s).)
- Determine the classroom activity you are observing and keep the classroom observation time and frequency reasonable.
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed. (Schools should have a place for visitors to write a request for an appointment with a staff member and, if possible, give the date and time for the scheduled appointment.)
- Before leaving campus, return the visitor's permit to the designated location. (Schools should identify where the visitor is to sign out before leaving the campus.)

SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher(s), and/or instructional assistants during the visitation.
- Do not interfere with any school activity during the visitation.
- Revocation: Visitor's presence on campus may be revoked if there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus. In no case shall consent be withdrawn for more than 14 days. The person from whom consent has been withdrawn has a right to appeal the determination as set forth in Penal Code 626.4.