



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. Only the main entrance to the school shall remain open during the school day and this entrance shall be monitored at all times. When the entrance is not monitored, it will be locked.

As we welcome 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).

Required Procedures

1. All schools shall post a Visitor's Policy.
2. 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 the same day as requested.
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. 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 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.
 - 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.
5. 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.



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- b. Disrupt instructional time, extra-curricular activities, cause disorder, or otherwise disrupt the normal operations of the school.

Visitor's Policy

It is the responsibility of each principal/designee to post, in appropriate languages, a Visitor's Policy (Attachment A). The Visitor's Policy must be published and distributed to parents and staff annually thereafter.

Visitors who fail to adhere to the posted Visitor's Policy or who defy the principal/designee's authority may be reported to the appropriate law enforcement agency and may be subject to criminal charges. Persons may appeal to the local district director if there is disagreement.

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

Disruptive Person Letter

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.



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3. When a visitor exhibits behavior and/or language that poses a danger or perceived threat to staff or students.
 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:

PROCEDURES FOR CAMPUS VISITORS:

- Upon entering campus, all visitors shall sign in at the designated area and proceed to the main office.
- Complete a visitor's permit 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.