

**VISITORS/OUTSIDERS**

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or designee shall invite parents/guardians and the community to Back to School and open house activities and other special events.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, the Board requires all visitors to register, in accordance with law, immediately upon entering any school building or grounds when school is in session with the principal or another school office employee. (Penal Code 627.2)

*(cf. 1112 - Media Relations)*

*(cf. 3515.2 - Disruptions)*

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used in a classroom without the teacher and principal's permission. (Education Code 51512)

*Legal Reference:*

EDUCATION CODE

*32210 Willful disturbance of public school or meeting*

*32211 Threatened disruption or interference with classes; misdemeanor*

*35160 Authority of governing boards*

*35292 Visits to schools (board members)*

*51512 Prohibited use of electronic listening or recording device*

PENAL CODE

*627-627.10 Access to school premises, especially:*

*627.1 Definitions*

*627.2 Necessity of registration by outsider*

EVIDENCE CODE

*1070 Refusal to disclose news source*

Policy

Adopted: October 2, 1995

Revised: July 29, 2002

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California