



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 1250
Page 1 of 4

Community Relations

Visitors on School Campus

1. Visitor Registration

- A. Any person other than the following is considered an outsider and required to register upon entering school premises during school hours:
- Student of the school, unless currently under suspension
 - Governing Board member
 - District employee
 - Public employee whose employment requires being on school grounds
 - A person who is on the school grounds at the school's request

2. Visitor Registration Procedure

- A. The superintendent or designee shall post at the entrance to school a notice setting forth outsider registration requirements.
- B. All visitors are required to register first at the school office.
- C. Visitors shall, upon request, furnish to principal or designee the following information:
- His/her name, address and occupation
 - His/her age, if less than 21
 - His/her purpose for entering school grounds
 - Proof of identity
 - Other information consistent with the provisions of the law
- D. For the purposes of school safety and security, the principal or designee shall design a visible means of identification for visitors while on campus. The principal or designee shall accompany the visitor to class.

Community Relations

Visits to Schools by Outsiders (continued)

3. Visitor Classroom Visitation Procedure

- A. To ensure minimum interruption of the instructional program, visits during the school hours shall be approved at least 24 hours in advance by the principal or designee and teacher.
- B. The length of a class visit shall be limited to 30 minutes. There will be no more than two class visits on any day. The frequency of the visitations to any one class shall be limited to two per semester.
- C. Activities of visitors in class are limited to observation only, except when arranged with and approved in advance by the teacher. Visitations to any classroom should not be disruptive, ensuring that interruption of the regular teaching activities does not occur.
- D. No electronic listening or recording device may be used in a classroom without the teacher or principal's approval.
- E. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

4. Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code [290](#), including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission. The principal or designee shall indicate on the written permission the date(s) and times for which permission to visit has been granted. (Penal Code [626.81](#)).

5. Military Recruiters on Campus

All visitors to school campuses, including members of the military and representatives from higher education and prospective employers, must follow all District and school rules and regulations regarding visitors and outsiders. The school principal/designee has discretion to determine whether to grant access and the degree of access to campus for any visitor or outsider (BP 1250).

Community Relations

Visits to Schools by Outsiders

Military Recruiters on Campus (continued)

Reasonable regulations on access may include, but are not limited to, the following:

Specified time limits.

Location limits. (e.g., career fair area, military recruiter area, guest speaker in participating classroom.

Members of the military may access school campuses to the same extent that prospective employers and representatives of higher education may access school campuses. (EC 49603 and 20 U.S.C. section 7908)

6. Denial or Revocation of Visitor Registration

- A. The principal or designee may refuse or may revoke the registration of any visitor if he/she reasonably concludes that an outsider's presence or potential acts would disrupt the school, students or employees; would result in damage to property or would result in the distribution of a controlled substance. (Penal Code 627.4)
- B. If a campus visitor, including a military representative, does not follow visitor guidelines and/or engages in conduct that is disruptive or unlawful, the visitor must leave the campus. In addition, the school principal/designee may contact the organization or supervisor of the visitor to report the misconduct as well as issue a letter limiting or prohibiting future access by that visitor and/or the visitor's organization or service.
- C. 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 the school grounds. Failure to do so could result in contacting the proper authorities to have the person removed from the school site. 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.

Community Relations

Visits to Schools by Outsiders (continued)

7. Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or designee 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 designee or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or designee or principal shall be held within seven days after receipt of the request.

Regulation

Approved: 1-13-87
Revised: 7-18-95
Revised: 12-5-00
Revised: 9-24-02
Revised: 8-8-17