

## VISITORS/OUTSIDERS

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code [32211](#); Penal Code [627.6](#))

For purposes of this policy, a visitor includes not only those defined by law as outsiders, but also a parent/guardian of a pupil in the school or a person required by his or her employment to be in the school building or on the school grounds.

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

### Outsider Registration

Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider: (Evidence Code [1070](#); Penal Code [627.1](#), [627.2](#))

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Governing Board member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station  
(cf. [1112](#) - Media Relations)

### Registration Procedure

In order to register, an outsider shall, upon request, a visitor shall furnish the principal or designee the following information: (Penal Code 627.3)

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1. His/her name, address and occupation.
2. His/her age, if less than 21.
3. His/her purpose for entering school grounds.
4. Proof of identity.
5. Other information consistent with the provisions of the law

### Principal's Registration Authority

The principal or designee may refuse to register any outsider if he/she reasonably concludes that the individual'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 any outsider's registration if he/she has a reasonable basis for concluding that the individual'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](#))

(cf. [3515.2](#) - *Disruptions*)

(cf. [3515.3](#) - *District Police/Security Department*)

When an outsider fails to register, or when the principal or designee denies or revokes an outsider's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code [627.7](#))

### Appeal Procedure

Any person who is denied registration or whose registration is revoked may request a hearing before the principal or Superintendent on the propriety of the denial or revocation. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the principal or the Superintendent within five days after the denial or revocation. The principal or Superintendent shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the principal shall be held within seven days after the principal receives the request. A hearing before the Superintendent shall be held within seven days after the Superintendent receives the request. (Penal Code [627.5](#))

Community Relations

AR 1250 (c)

VISITORS/OUTSIDERS

Legal Reference:  
EDUCATION CODE  
35160 Authority of Governing Boards

Regulation  
Adopted: April 1, 1997

Regulation  
Reviewed: December 9, 2008

Regulation  
Reviewed: January 13, 2009

Regulation  
Reviewed: June 22, 2010

Regulation  
Reviewed: October 22, 2019

**CULVER CITY UNIFIED SCHOOL DISTRICT**  
**Culver City, California**