



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Visitors To School Campuses and Locked Campuses
During Class Hours at All Schools

NUMBER: BUL-1325.1

ISSUER: James Morris, Chief Operating Officer
Office of the Chief Operating Officer

DATE: December 7, 2009

ROUTING
All Schools and
Offices

POLICY: The Los Angeles Unified School District is committed to providing a safe and secure learning environment for its students. School site administrators are to ensure that on campuses with fences and gates, all gates must be locked at the beginning of classes in the morning 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 that entrance should be monitored at all times.

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 should be encouraged as stated in the California Education Code (*Education Code* § 44810 (a); § 44811 (a); § 51101, (a): (1), (2), (12) and Board Rules (1265, 2002).

MAJOR CHANGES This bulletin replaces BUL-1325, Office of the Chief Operating Officer, of the same subject, issued on October 11, 2004 and BUL-2219.0 Locked Campuses During Class Hours at all Schools, Office of the Chief Operating Officer, issued on January 26, 2009. The content and format have been updated to reflect changes in the issuing office.

GUIDELINES: The following guidelines apply.

- I. STATE LEGAL REQUIREMENTS
 - A. School must develop and post a visitor's policy.
 - B. 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 on the same day as requested.
 - C. 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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D. Parents do have the right to:

1. Be informed in advance of the procedures for visiting the school;
2. Request and obtain approval of the principal/designee to enter a school campus;
3. Observe in the classroom or classrooms in which their child is enrolled within a reasonable period of time after making a request;
4. 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;
5. Request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
6. Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

E. Parents do not have the right to:

1. 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.
2. Disrupt class work, extracurricular activities or cause disorder in a place where a school employee is required to perform his or her duties.

II. PROCEDURE

A. Visitor's Policy

1. It is the responsibility of each principal to work with staff and community to develop and post in appropriate languages, a visitor's policy (see Attachment A).
This visitor's policy must be published and distributed to parents and staff annually thereafter.



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The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits. General expectations for visitors are:

- a. Follow the established school policy in requesting a classroom visitation from the principal/designee.
- b. Complete a visitor's permit (see Attachment B) and obtain the principal/designee's approval before proceeding to the classroom.
- c. Enter and leave the classroom as quietly as possible.
- d. Do not converse with the students, teacher and/or instructional aids during instructional time.
- e. Do not interfere with school activities.
- f. Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
- g. Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
- h. Return the visitor's permit before leaving the campus.

B. Administrator's Authority

1. Adults and minors over 16 years of age who enter a school campus and fail to adhere to the posted "Visitor's Policy" or who defy the principal/designee's authority may be reported to the appropriate police agency and may be subject to criminal charges.

AUTHORITY: This policy is enforced by the California Penal Code Section 626.7, 626.8, the City of Los Angeles Municipal Code Section 63.94 and/or the Education Code § 44810 (a), § 44811 (a).

ASSISTANCE: For school assistance, please contact your principal or designee. School Administrators may contact designated Local District Operations Coordinators. For further information you may contact Office of School Operations at (213) 241-5337.



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ATTACHMENT A

SAMPLE POSTED VISITOR'S POLICY

SCHOOL NAME
PRINCIPAL/DESIGNEE

ALL CAMPUS VISTORS MUST:

- 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 date and time requested if possible.
Include a copy of the school's bell schedule(s)
- Complete a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.
School should describe how the visitor is to sign in the Visitors On Campus Log Book and where it is located
- 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.
School should 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.
- Return the visitor's permit to the school office before leaving the campus.
School 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, and/or instructional assistants during the visitation.
- Do not interfere with any school activity during the visitation.



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ATTACHMENT B

SAMPLE SCHOOL VISITOR'S PERMIT

<p>LOS ANGELES UNIFIED SCHOOL DISTRICT</p> <p>CLASSROOM VISITOR'S PERMIT</p> <p>_____</p> <p style="text-align: center;">School Name</p>		
<p>_____</p> <p>Teacher's Name</p>	<p>_____</p> <p>Room</p>	<p>_____</p> <p>Date</p>
<p>Expires After:</p>		
<p>This is to introduce Mr./Ms. _____</p>		
<p>_____</p> <p>Relationship</p>	<p>to</p>	<p>_____</p> <p>Child's Name</p>
<p>_____</p> <p>Approved by Principal/Designee</p>		