

## **Visits to the Schools**

The Yolo County Superintendent of Schools ("Superintendent") or designee shall post at every entrance to each school and school grounds a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave school grounds, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing. (Education Code 32211, Penal Code 627.6.)

### **Outsider Registration**

Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider:

1. A student of the school, unless currently under suspension.
2. A Yolo County Board of Education ("County Board") member or Yolo County Office of Education ("YCOE") employee.
3. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request.
4. A representative of a school employee organization who is engaged in activities related to the representation of school employees.

When the Superintendent or designee asks the visitors/outsideers to leave the school grounds, they shall promptly comply.

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

The Superintendent or designee shall provide written authorization to members of the school security staff who may request loiterers to leave school premises. (Penal Code 627.4.)

All staff members should watch for strangers on school grounds and ask such persons if they have registered in the school office. Staff shall inform the principal, Superintendent, or designee when anyone who is present refused to comply with the registration requirement.

Any possession of unauthorized dangerous instruments, weapons, or devices shall be reported immediately to the principal, Superintendent, or designee and may be reported to local law enforcement.

### **Registration Procedures**

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

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

### **Superintendent and Principal's Registration Authority**

The Superintendent, principal, or their designees may refuse to register an outsider if they reasonably conclude 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 Superintendent, principal, their designees, or a school security officer may revoke an outsider's registration if they have 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.)

Any visitor who fails to register or fails to leave upon request of the principal or designee, or who returns after leaving pursuant to such a request, has committed an unlawful act and may be prosecuted according to law. 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 626.7.)

Any person who complies with the principal or designee's request to depart from school grounds may appeal to the Superintendent or principal. The written request for a hearing must be made within five days after the person's departure from school and must state why the request to depart was improper. The request also must provide an address to which a hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. The hearing shall be held within seven days after receipt of the request.

The decision of the Superintendent or principal may be appealed to the County Board. The County Board shall consider and decide the matter at the next regular public County Board meeting for which it can be placed on the agenda. The County Board's decision shall be final.

### **Legal References:**

Education Code, 32211  
Penal Code, 626.7, 627.3, 627.4, 627.6

**ADOPTED:** [7-12-23]

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