
CLOVIS UNIFIED SCHOOL DISTRICT

COMMUNITY RELATIONS VISITORS/PUBLIC ATTENDANCE AT DISTRICT EVENTS

A. Visitor Registration/Badges

Upon arrival at any District school campus or the District Office during school hours, visitors, including parents/guardians, must register with the receptionist or responsible employee and be issued a temporary ID badge. An exception to this is the attendance of parents and community members at public school activities open to the general public.

The responsible employee will:

1. Verify the visitor's business with the District/school site;
2. Make the necessary entries in the visitor's register;
3. Issue the appropriate non-photo ID badge; and
4. Instruct the recipient concerning the proper procedures for wearing, using and, if applicable, returning the ID badge.

Visitor ID badges that are to be returned to District staff may not be removed from the issuing site and shall not be used to obtain access to any other District site/facility. If requested to do so, ID badges are to be returned when the visitor departs the site/facility.

District staff shall ensure that visitors are guided to the appropriate area where they can be issued an ID badge. At no time shall a District staff member transact business with a visitor who has not been issued an ID badge. Visitors may be escorted by District staff for the duration of their visit at any District school campus or premises.

Employees who observe an unidentified adult on any District property/school site, who is not displaying an appropriate District-issued ID badge are encouraged to direct and/or report the adult to the District/school office.

B. Contact with Students/Student Leaving School

A visitor may not contact a student in school without the approval of the principal or designee.

A student is not permitted to leave the school with anyone unless a District staff verifies with the student's records and obtains identification from the person that the person is the parent or legal guardian of the student, or is a person authorized by the parent or legal guardian to take the student from school. The authorization by the parent or legal guardian must be in writing and on file with the District. Should the student be in the custody of one parent and this fact has been made known

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to the school in writing, the school shall release the student only to the parent having custody or a person authorized in writing by the parent to act on that parent's behalf.

C. Denial of Entry Onto District Grounds

District staff may deny to any visitor entry onto any District school campus or premises, or revoke a visitor's registration under any of the following circumstances:

1. Visitors conducting non-school related business;
2. Visitors whose presence or acts the District reasonably believes may disrupt the school or District student, teachers, or other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances (Penal Code 627.4);
3. Visitors whose presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school or District students, teachers, or other employees (Penal Code 627.4);
4. Visitors who may threaten the health or safety of students and/or District staff; or
5. Visitors who violate the District's Civility Policy, Board Policy No. 1259.1.

Any person who is not a student of the District, a parent or guardian of a pupil of a student in the District, or an officer or employee of the District or who is not required by his or her employment to be on the campus or any other facility owned, operated, or controlled by the District, and who has entered any of the District's school buildings or school grounds, during school hours, may be requested either by the principal of the school site or designee to promptly depart the school grounds if it appears that the continued presence of the person would be disruptive of, or would interfere with classes or other activities of the school program. Persons who refuse to leave are guilty of a misdemeanor. (Education Code 32211)

If a person refuses to leave the school grounds or creates a disturbance in response to the request to leave, the principal or designee may request assistance from the local law enforcement agency or private security personnel to remove the person.

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