



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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

NUMBER: BUL-6492.0

ISSUER: Earl R. Perkins, Assistant Superintendent
School Operations

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POLICY: The Los Angeles Unified School District is committed to providing a safe and secure learning environment for students and staff. School site administrators are to ensure that all exterior gates and doors are locked at the beginning of classes 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 this entrance shall 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 shall 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-1325.1, “Visitors To School Campuses and Locked Campuses During Class Hours at All Schools,” dated December 7, 2009, issued by the Office of the Chief Operating Officer. The updated content reflects changes in the District organizational structure.

- GUIDELINES:**
- I. REQUIRED PROCEDURES
 - A. All schools 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 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.

ROUTING
All Schools and Offices
All Employees



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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.

B. Parents DO NOT have the right to:

1. Willfully interfere with the discipline, order, or conduct in any school class-room or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
2. Disrupt instructional time, extra-curricular activities, cause disorder, or otherwise disrupt the normal operations of the school.

II. VISITOR'S POLICY

- A. It is the responsibility of each principal to work with staff and community members to develop and post, in appropriate languages, a Visitor's Policy (Attachment A). The Visitor's Policy must be published and distributed to parents and staff annually thereafter. The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits. Visitors who 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.
- B. As we welcome visitors to our schools, the guidelines below should be communicated to ensure an enjoyable, productive experience for all:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

1. Follow the established school policy in requesting a classroom visitation from the principal/designee.
2. Complete a Visitor's Permit (see Attachment B) and obtain the principal/designee's approval before proceeding to the classroom.
3. Enter and leave the classroom as quietly as possible.
4. Do not converse with students or staff during instructional time.
5. Do not interfere with school activities.
6. Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
7. Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
8. Return the Visitor's Permit before leaving the campus.

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 assistance, please contact the corresponding Operations Coordinator. For further information please contact the Office of School Operations at (213) 241-5337.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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 have 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B

SAMPLE SCHOOL VISITOR'S PERMIT

LOS ANGELES UNIFIED SCHOOL DISTRICT		
CLASSROOM VISITOR'S PERMIT		

School Name		
_____	_____	_____
Teacher's Name	Room	Date
Expires After:		
This is to introduce Mr./Ms. _____		
_____	to	_____
Relationship		Child's Name

Approved by Principal/Designee		