



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Policy Bulletin**

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**TITLE:** Visitors To School Campuses  
**NUMBER:** BUL-1325  
**ISSUER:** Tim Buresh, Chief Operating Officer  
Office of the Chief Operating Office  
**DATE:** October 11, 2004

**ROUTING**  
All Employees  
All Locations

**POLICY:** The Los Angeles Unified School District is committed to providing a safe and secure learning environment for its students. The enhanced involvement and assistance of parents, community members, and organization representatives in school programs and activities have increased the number of school campus visitors. In some instances, campus visitors have created concerns for staff. Therefore, all school campus visitors must be informed and must adhere to the laws and school policies of visitors to school campuses, 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 Visitors To School Campuses No. N-2 (Rev.) dated February 16, 2001, and reflects changes regarding the issuing office.

**GUIDELINES:** The following guidelines apply.

I. Legal Requirements state:

- Schools must develop and post a visitor’s policy.
- 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.
- 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.
- Parents do have the right to:
  - (1) be informed in advance of the procedures for visiting the school;



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- (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.
- 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

It is the responsibility of each school 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. The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits. General expectations for visitors are:

- Follow the established school policy in requesting a classroom visitation from the principal/designee.



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- Complete a visitor's permit (See Attachment B) and obtain the principal/designee's approval before proceeding to the classroom.
- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher and/or instructional aides during the visitation.
- Do not interfere with the execution of any school activity during the visitation.
- Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
- Keep the frequency of classroom visits reasonable (to be determined by the activity being observed).
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
- Return the visitor's permit to the point of origin before leaving the campus.

### B. Administrator's Authority

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.



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**AUTHORITY** This 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 with school site procedures, contact your principal or designee. School Administrators may contact designated Local District Operations Coordinators.

SAMPLE POSTED VISITOR'S POLICY

SCHOOL NAME  
PRINCIPAL/DESIGNEE

ALL CAMPUS VISITORS 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.*  
*School should list 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 in 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 aides during the visitation.
- Do not interfere with any school activity during the visitation.

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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 _____	