



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9375

PAGE: 1 OF 4

CATEGORY: **Community Relations**

EFFECTIVE: 7-01-63

SUBJECT: **Visitors to the District**

REVISED: 10-13-03

**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing visitors (*including parents*) to school sites, education center offices, and other district facilities.
2. **Related Procedures:**

Security, general .....	5000
Release of student information .....	6525
Disturbances and disruptions by individuals .....	EP 08
Threats and violence.....	EP 11
Rights of employee organizations .....	8250

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: A-2000, B-1000, B-6000, F-3800, G-1000, G-1001, G-1003, J-4500, J-8500, K-1500, K-2000, K-6500, K-7000; Education Code Sections 32210-32212, 32250, 44810-44812; Municipal Code Sections 52.70.02-52.70.03; Penal Code Sections 415, 602, 626.2 *et seq.*, 627.2 *et seq.*, 647b, 653g.
2. **District Policy.** It is the policy of the San Diego Unified School District to welcome visitors to its campuses and facilities, including parent/guardian visits to schools and classrooms.
  - a. **Visitors at schools** are required to report their presence on school grounds to the school principal or designee and to adhere to rules and regulations specified in district procedures and in federal, state, and local laws.
  - b. **Specific information** regarding school visitation, teacher conferences, and related visitation procedures shall be provided at each principal's office (C.5.)
  - c. **On April 2, 1981**, the Board of Education adopted a site security policy for inclusion in all site security plans. Detailed information regarding roles and responsibilities is provided in Procedure 5000.
  - d. **Related procedures** listed in A.2. provide legal reference and appropriate procedures to be followed.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the School Police Services Department, Office of the Superintendent.
2. **Definition. Visitor:** Any person entering school grounds who is not a student of the school or an officer or employee of the district.
3. **Instructional Priorities.** During school hours on days when schools are in session, or anytime during a school-sponsored program, school site facilities are intended primarily for use in educational programs; they are not open to the general public except as outlined herein. The intent is to accommodate as many requests to visit as possible with minimum disruption to programs.
4. **Site Responsibilities**
  - a. **The principal/site supervisor shall adhere** to district and legal requirements governing site security and shall communicate related regulations and procedures to the community, parents/guardians, staff, and students.
  - b. **The principal/site supervisor and site staff** have the shared responsibility to encourage visitation to district sites while complying with district regulations and policies.
  - c. **The principal/site supervisor should maintain** a visitor sign-in log and implement some form of visitor badging to clearly identify authorized visitors. Visitors not displaying a badge should be approached by site staff to determine if authorization was granted. Implementation of a visitor badging system improves school safety and therefore, is strongly encouraged.
5. **Visits by Parents/Guardians**
  - a. **San Diego City Schools** welcomes parents/guardians and encourages them to visit their students' schools and classrooms, and establishes these procedures to simplify access to school sites.
  - b. **To assure continuity** of instruction, parents/guardians interested in visiting classrooms shall contact the teacher of the class to schedule a mutually acceptable time for the classroom visitation.
  - c. **Parents/guardians desiring individual conferences** are encouraged to make appointments in advance so that their conference can be conducted in privacy.

- d. **Upon the request of the teacher**, the principal or designee shall accompany the parent/guardian during the classroom visitation.
  - e. **School sites** shall include appropriate teacher notice provisions in their site procedures relating to school-initiated visitations to classrooms.
  - f. **Parents/guardians must report** to the school office before visiting a classroom at times other than scheduled open house or prearranged conferences. The purpose of this provision is to ensure safety and appropriate supervision of students.
  - g. **In those rare instances** when a teacher is unable to accommodate a request for classroom visitation, the parent/guardian may contact the principal who may schedule the visit, providing the teacher with a minimum of twenty-four hours advance notice.
6. **Visits by Media**
- a. **San Diego Unified School District welcomes** media to its campuses and attempts to make reasonable accommodations for media interested in visiting a school.
  - b. **The principal/site administrator has the responsibility** to approve visits by media prior to their arrival on site to ensure that instruction at the school is not disrupted.
  - c. **Media wishing to speak** with teachers and/or students on a school site or during school hours must make arrangements with the principal/site administrator.
  - d. **As with all visitors to a school site**, media are required to check in at the front office upon arriving at a school.
  - e. **The principal reserves the right** to refuse access to a school site.
  - f. **Students under the age of 18** must have a permission slip signed by his/her parent/guardian to be interviewed, photographed, or videotaped.
  - g. **Media wishing to visit** a school site for b-roll, interviews, or photos are encouraged to contact the district's Communications Department for coordination assistance.
7. **Nonenrolled Children.** Visits by nonenrolled children *unaccompanied by adults* are prohibited and must be referred to the principal.

8. **All Other Visitors.** The following guidelines apply in responding to requests to visit district facilities and school programs:
- a. **Nonschool staff members of employee organizations.** The rights of members of employee organizations and of employees of such organizations are defined in Procedure 8250 and pertinent collective negotiations contracts.
  - b. **General education programs and facilities.** Refer requests to visit a specific school to the principal of the school involved; refer all other requests to the Office of Instructional Support.
  - c. **Special projects.** Refer requests to the Office of Instructional Support; in case of a request to visit a specific project, refer to the management employee responsible for that project. *Before* visiting schools, auditors and evaluators of grant-funded projects (whether representatives of granting agencies, or individuals or private organizations under contract with the granting agency) should be referred to the Office of Instructional Support or the management employee responsible for the specific project. (Compliance with provisions of Procedure 6525 is mandatory.)
  - d. **Other divisions and departments.** Refer the request to the management employee responsible for the specific program or project involved; otherwise, refer the request to the division or department head.
  - e. **General visits.** When a request is made to visit programs or facilities involving several divisions, and coordination by a staff person in general administration is required, refer the request to the Communications Department.

**D. IMPLEMENTATION** (Sections B. and C. and related procedures listed in A.2.)

**E. FORMS AND AUXILIARY REFERENCES**

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education