



## McCabe Union Elementary School District School Visitor Policy

McCabe Union Elementary School District encourages the interest and involvement of parents/guardians and community members and supports school visits and participation in the educational program. To ensure the safety of students and staff and minimize interruption of the instructional program, the following procedures have been established.

[BP 1250: Visitors/Outsider](#) / [AR 1250: Visitors/Outsiders](#)

### **Requirements for Visitors to School:**

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district, or a student currently enrolled in that building.

- All visitors shall report to the school office when they arrive on the school premises.
- All visitors shall provide a valid driver's license to obtain a visitor's pass.
- Visits may be limited to certain times of the school day or school year.
- **The site administration must approve access to all school campus areas.**
- If you wish to speak with a teacher, please make an appointment during non-instructional times of the day.

Classrooms and other instructional areas are the most vulnerable to disruption. The guidelines below may be required of visitors, including but not limited to:

- Visitors must provide a 24-hour advance written notice to the site administration requesting to visit a classroom or other instructional area. The purpose of the visit must be clearly stated in the written request. You may email your request to [ContactUs@muesd.net](mailto:ContactUs@muesd.net)
- There is a thirty-minute limit of classroom visits on any given day to minimize the disruption of classroom lessons. Visits longer than thirty minutes must have prior approval from the site administrator.
- No electronic listening or recording device may be used by any person without the teacher's and principal's permission. ([Education Code 51512](#))
- Remaining in a designated area or seat
- Refraining from speaking to your child while the class or activity is in session
- Refraining from speaking to students for whom you are not the parent or guardian
- Requiring that the visitor be chaperoned
- The duration of the visit to specific times or lengths of time
- The activities of the visitor to a particular purpose(s)
- Appropriate interactions and conversations with students and staff

Per [Penal Code 626.7](#), the Superintendent or designee may request that any individual causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.