

REGISTRATION OF VISITORS/GUESTS

Although not legally required, if the School does not have a policy, it may lack the ability to regulate who can come on school grounds including salespeople and union organizers.

Posting of Notice

All UCSC Principals or their designees shall post at every entrance a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave the premises of UCSC, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing.

Procedures for Visitors UCSC Premises

- Any person who is not a student of a UCSC School or a UCSC officer or employee shall report his or her presence and reason for visiting the UCSC school to the UCSC school principal or designee prior to entering the premise of the visiting UCSC school.
- All UCSC Principals or designees shall provide identification to be used by all visitors at all times while on the premises of UCSC. The visitor shall make this identification visible at all times.
- All visitors registering with the school principal or designee shall provide the school principal or designee his or her name, address, occupation, age, if less than twenty-one years-old, his or her purpose for entering the premises of UCSC, and present proof of identity.
- The school principal or designee may refuse to register a visitor if the principal or designee has reasonable basis for concluding that the visitor's presence will or is likely to disrupt or injure or threaten to disrupt or injure UCSC, Schools, their students, teachers, or other employees or volunteers or result in damage to property or will result in the distribution or use of unlawful or controlled substances.
- A school principal or designee may revoke a visitor's registration if the school principal or designee has reasonable ground to believe or conclude that the visitor's presence on school premises has willfully disrupted or is likely to disrupt the peaceful conduct of school activities, students, teachers, or other employees or volunteers. If consent is withdrawn by someone other than the principal, the principal may reinstate consent for the visitor if the principal believes that the person's presence will not constitute a disruption or substantial and material threat to the school's orderly operation. Consent cannot be withdrawn for more than fourteen (14) days.
- All employees and volunteers of UCSC should at all time watch for strangers while on the premises of UCSC. Employees or volunteers who encounter a visitor not displaying appropriate identification should ask the visitor whether or not he or she has registered with the school principal or designee. Employees and volunteers shall immediately inform the school principal or designee of any visitor who refuses to comply with registration requirements. The principal or designee may request that a visitor who has failed to register, or whose registration privileges

have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements, he/she will be guilty of a misdemeanor.

- Any possession of unauthorized dangerous instruments, weapons, or devices on school grounds shall be reported immediately to the school principal or designee and must be reported to local law enforcement agency.
- The principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.
- Any person who fails to leave upon request by the school principals of UCSC or designees, or returns to the premises without following the posted requirements after being directed to leave will be guilty of a crime which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months, or both. Additionally, further conduct of this nature by the visitor may lead to UCSC's pursuit of a restraining order against such visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of three (3) years.

Adopted: 10/10/2011
Amended: 02/10/2015

URBAN CHARTER SCHOOLS COLLECTIVE
Sacramento, California