Policy 1250: Visitors/Outsiders

Status: ADOPTED

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REGISTRATION OF VISITORS/GUESTS

Posting of Notice

The Principal or his or her designee shall post at every entrance a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave California School of the Arts - San Gabriel Valley ("CSArts-SGV") premises, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing. CSArts-SGV-related events held off campus shall give notice of the visitor registration requirement for the event in invitation events and/or advertisements.

Procedures for Visitors to CSArts-SGV Premises

1. Any person who is not a student of CSArts-SGV or a CSArts-SGV officer or employee shall register their presence and the reason for visiting CSArts-SGV or CSArts-SGV related event to the Principal or designee immediately upon entering CSArts-SGV or event premises.
2. The Principal or designee shall provide identification to be used by all visitors at all times while on CSArts-SGV premises. The visitor shall make this identification visible at all times.
3. All visitors registering with the Principal or designee, including immigration-enforcement officers (unless exigent circumstances necessitate immediate action and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit) will provide the Principal or designee with his or her name, address, occupation, age, if less than twenty-one years-old, his or her purpose for entering CSArts-SGV/event premises, and present proof of identity and any other information as required by law.
4. Persons who furnish the information set forth in this policy and who provide proof of identity shall be allowed registration except if the Principal or designee has reasonable basis for concluding that the visitor's presence will or is likely to disrupt CSArts-SGV, its students, its teachers, or its other employees or volunteers, or a similar disruption to a CSArts-SGV event, results in damage to property or will result in the distribution or use of unlawful or controlled substances.
5. The Principal or designee may deny or revoke a visitor's registration if the Principal or designee has reasonable basis for concluding that the visitor's presence on CSArts-SGV or event premises would likely interfere or is interfering with the peaceful conduct of CSArts-SGV activities, is interrupting classroom activities, performances, or CSArts-SGV related activities, or is disrupting CSArts-SGV, its students, its teachers, or its other employees or volunteers.
6. CSArts-SGV employees and volunteers should at all times watch for unidentified visitors on CSArts-SGV premises. Employees or volunteers who encounter a visitor not displaying the appropriate identification should ask the visitor whether he or she has registered with the Principal or designee. Employees and volunteers should immediately inform the Principal or designee of any visitor who has not complied with registration requirements.
7. Any possession of unauthorized dangerous instruments, weapons, or devices on CSArts-SGV grounds shall be reported immediately to the Principal or designee and may be reported to the local law enforcement agency.
8. Any person who fails to register immediately upon entering CSArts-SGV/event premises, who fails to leave upon the request of the Principal or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be referred to law enforcement and prosecuted according to law.
9. CSArts-SGV personnel shall report entry by immigration-enforcement officers to any on-site police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.
10. A visitor denied access to CSArts-SGV/event may appeal the decision in writing the the Board of Trustees no later than 10 calendar days before the date of the proposed access. the Board of Trustee's decision will be final.