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Facilities

Prohibition of Alcohol

It is prohibited for any person to possess, consume, sell, give, or deliver to any other person, any alcoholic beverage in or on any public schoolhouse and any other office or site maintained by the County Office of Education.

Legal Reference: B. & P. Code Section 25608

Regulation
approved: June 3, 1981

Facilities

Access to County Special Centers

Visitors

Visitors are those persons not specifically assigned to the site or program in question. Visitors, therefore, may include County Office staff, district staff, parents, volunteers, etc. In short, if the person does not normally report to work at the site or program they are a visitor, and should be signing-in upon arrival and signing-out upon leaving. This does not preclude the use of a sign-in/sign-out system for site or program staff.

Procedures

While the requirements and options outlined below will mostly apply to county special center, special day class staff should be aware of and adhere to visitor registration procedures at the district location. If, in the opinion of the Program Administrator, those local procedures are insufficient, additional steps should be instituted with the cooperation of the local site. DIS staff should be instructed to become familiar with and adhere to visitor registration procedures at sites where they see students. At sites where there is more than one line of supervision, attempts should be made by the County Program Administrator to coordinate visitor registration under one system as consistent as possible with county procedures.

1. A sign will be posted at a visible location in the parking lot area or at the main pedestrian entrance of each site, notifying visitors that they must register with the office.
2. If necessary, signs directing visitors to the site office will also be posted.
3. Over or near the office door will be a sign directing visitors to register with the office.
4. At the option of the Program Administrator, signs may be posted at each classroom door notifying visitors to register with the office.
5. Inside the site office, at a conspicuously marked location, a visitors' registration sheet or log will be maintained. Registration sheets will include, but are not limited to, the following: Date, Time-In, Time-Out, Position/Agency, Reason for Visit (include staff or student contact), Business Phone #. (See Sample)

The registration sheet or log should be maintained throughout school hours; sheets should be kept at the site during the current school year and may be disposed of at the end of the school year.

Access to County Special Centers (continued)

It is recommended that, if at all feasible, an office staff person oversee the visitor registration process. This will help to ensure that the visitor has a legitimate reason for the visitation, that directions are given to the appropriate location, that the appropriate people are notified of the visitor's presence, and that the visitor is reminded to sign-out at the register upon leaving.

6. At the administrator's discretion, visitors may be required to display visitor passes (returnable to office at end of visit) or name tags (disposable), or visitors may be accompanied by a staff person to and/or from the appropriate location.
7. Should circumstances warrant additional restrictions on a visitor, such as verification of identification, appropriate steps should be taken on a pre case basis.

Program Administrators should familiarize their staffs with the specifics of the site's visitor registration procedures and/or with the host district's visitor registration system.

Regulation
approved: October 15, 1981

VISITOR
REGISTRATION

DATE **TIME-IN** **TIME-OUT** **NAME/POSITION/AGENCY** **REASON FOR VISIT** **BUSINESS PHONE#**
(Include staff/student contact)

FacilitiesLimitation on Use of Facilities

Management and supervisory personnel shall enforce these regulations to insure orderly use of facilities.

1. Meeting Rooms. Use of building space by private organizations, except as provided for employee organizations, and as provided by separate written agreements, is prohibited.
2. Bulletin Boards. Use of bulletin boards by private organizations for advertising, except provided for employee organizations for advertising, except as provided for employee organizations, is prohibited.
3. Soliciting and Vending. Solicitation of contributions or sale of merchandise within buildings, except for purposes authorized; by the County Board of Education and the County Superintendent, such as the United Crusade, is prohibited.

Regulation

adopted: March 4, 1981