

PALMDALE SCHOOL DISTRICT SECURE CAMPUS POLICY

Dear Parents/Guardians:

The Palmdale School District maintains a closed campus for the safety of students and staff and to avoid potential disruptions.

- Students must stay on the school grounds from the time they arrive until dismissal, unless they are signed out through the office by a parent or another adult listed on the emergency card.
- All visitors must report to the main office to register by signing in and receiving a visitor's pass.
- Only official district visitor's passes shall be used.
- The destination and time must be noted on the pass.
- A picture ID is required at the time of check-in.
- Visitors are not to interrupt instructional time by speaking with the classroom teacher or any student during the visit.
- The Governing Board strongly recommends that visits be scheduled in advance. (Refer to Board Policy 1250).
- Non district personnel/visitors are not allowed in the cafeteria during school hours when meals are being served to students.
- No commercial vendors/sales representatives shall have access to school facilities unless they have an appointment with a district employee.
- No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512).
- Pets may not be brought on to the campus by family members while picking up or dropping off students.

Thank you for your cooperation. Please feel free to contact the principal of your school if you desire additional information.

Sincerely,



Mike Perkins, Director
Student Services Department

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