

**SANTA CRUZ COUNTY OFFICE OF EDUCATION**

**Community Relations**

**Administrative Regulation 1250**

**VISITORS/OUTSIDERS**

For the Santa Cruz County Office of Education (Santa Cruz COE) and all other administrative offices not located on school sites, the County Superintendent of Schools or designee shall post at the entrance to each such administrative offices a notice describing registration requirements, business hours during which registration is required, and the registration location. The posting shall further designate what areas are generally open to the public without registration and without the requirement that the visitor be accompanied by a staff member.

The County Superintendent or designee may also require visitors to wear identifying badges or stickers confirming that the visitors have registered.

Areas open to the general public shall generally consist of main lobbies and reception areas. In order to protect the safety of Santa Cruz County Office of Education employees and to preserve the confidentiality of information, including but not limited to student and personnel information, the County Superintendent or designee may cause barriers to be erected to keep unaccompanied members of the public from areas that are not open to the general public. Unaccompanied members of the public who access areas designated as not being open to such individuals and who refuse to leave when asked, or who commit an act likely to interfere with the peaceful conduct of Santa Cruz COE business and activities may be subject to a fine and/or imprisonment, and district staff may call for police intervention. (Penal Code 602(o), 626.7)