

**ADMINISTRATIVE CIRCULAR NO. 9**

Board Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 16, 2021

**To:** Area Superintendents and All School Principals

**Subject:** DECLARATION FOR TRESPASS LAW

**Department and/or Persons Concerned:** Principals

**Due Date:** September 29, 2021

**Reference:** California Penal Code section 626.4, et seq.;  
Municipal Code sections 52.70.01-52.70.03

**Action Requested:** Update Declaration or confirm that Declaration/Affidavit on file is current.

**Brief Description:**

If your assignment, or that of anyone named on the Declaration of Trespass (Declaration) for your site(s), has changed since the last Declaration was filed, you must submit a current Declaration to be assured that your site is legally protected in case of trespassers. If you are responsible for more than one site, a Declaration for each site must be on file. Please complete one of the following processes:

- If there **has not been a change** from last school year, and you have your original copy of the Declaration on file at your site, please complete the “NO CHANGE FORM” (Attachment 1) and return a scanned version to [board@sandi.net](mailto:board@sandi.net) by **Wednesday, September 29, 2021**. Send the original signed document via school mail to Melissa Hudson, Board Services, Education Center, Room 2231.
- If there **has been a change**, print **TWO** copies of the “DECLARATION OF SCHOOL PRINCIPAL” form (Attachment 2). Both copies of the Declaration must be executed for your site(s). After signing both copies, keep one original declaration on file at your site and send a scanned version to [board@sandi.net](mailto:board@sandi.net) by **Wednesday, September 29, 2021**. Send the original signed document via school mail to Melissa Hudson, Board Services, Education Center, Room 2231.

The Declaration and No Change Forms can be found on the district’s Bulletins and Circulars page at <https://www.sandiegounified.org/a-to-z/index/bulletins-and-circulars/2021-22-bulletins-and-circulars>. If you have any questions regarding the above information, please contact Melissa Hudson or Martha Corrales at [board@sandi.net](mailto:board@sandi.net).

APPROVED: Marty Stultz  
Director, Board Services

Lamont A. Jackson, Ph.D.  
Interim Superintendent of Public Education

MS:mh

Attachments:

**Attachment 1** -Declaration of School Principal, No Change Form

**Attachment 2** - Declaration of School Principal, Re: California Penal Code section 626.4, et seq.,  
San Diego Municipal Code sections 52.70.01-52.70.03

**Attachment 3** - Background Information for School Principal's Declaration for Trespass Law

**ATTACHMENT 1**

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Board Services, 4100 Normal Street, Room 2231  
San Diego, California 92103

**DECLARATION OF SCHOOL PRINCIPAL**

**NO CHANGE FORM**

This is to certify there is "no change" to the Declaration of School Principal (Re: California Penal Code section 626.4, et seq., and San Diego Municipal Code sections 52.70.01 through 52.70.03) currently on file. Please confirm the following:

**Yes, an original signed Declaration is on file with the Board Services Office.**

**Yes, an original signed Declaration is on file at my site.**

Date of Declaration/Affidavit Currently on File:

School Site Name: \_\_\_\_\_

Principal's Name: \_\_\_\_\_  
(Please print name)

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return scanned completed Declaration to [board@sandi.net](mailto:board@sandi.net) by September 29, 2021.**

**When the district returns to on-site instruction, send the original via school mail to:**

**Melissa Hudson  
Eugene Brucker Education Center  
Room 2231**

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Board Services, 4100 Normal Street, Room 2231  
San Diego, California 92103

**DECLARATION OF SCHOOL PRINCIPAL**

**RE: California Penal Code section 626.4, et seq.**

**AND**

**San Diego Municipal Code sections 52.70.01 through 52.70.03**

I, \_\_\_\_\_, declare as follows:

1. I am the principal of \_\_\_\_\_ School, which is located at \_\_\_\_\_ San Diego, California, and which is a unit of the San Diego Unified School District.
2. As a school principal, it is my duty to manage and control the use of the school grounds and areas adjacent thereto.

I am familiar with California Penal Code section 626.4, et seq., and with San Diego Municipal Code sections 52.70.01 through 52.70.03, the latter commonly known as the San Diego Public School Trespass Ordinance.

3. I hereby appoint the following persons as my “designated representative” as this word is used in California Penal Code section 626.4, et seq., and as my “designee” as this word is used in San Diego Municipal Code sections 52.70.01 through 52.70.03.

A. All school peace officers and supervisors of the San Diego Unified School District Police Services Department.

B. The following members of my site staff:

_____	_____
_____	_____
_____	_____

4. It is my personal and expressed intention that this appointment by me shall authorize my designated representatives and/or designees to act, direct, and speak in all respects as I am authorized to so do pursuant to California Penal Code section 626.4, et seq., and San Diego Municipal Code sections 52.70.01 through 52.70.03.

This declaration is made with the expressed intention that it may be given as evidence to anyone who questions the authority of my designated representatives and/or designees as contained herein. I understand that a true copy of my declaration will be kept on file as a public record in Board Services, San Diego Unified School District, 4100 Normal Street, Room 2231, San Diego, California 92103, and that the Courts of the State of California may take judicial notice of this public record pursuant to the provisions of California Evidence Code section 450, et seq.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration was executed on this \_\_\_\_ day of \_\_\_\_\_, 2021 in San Diego, California.

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Principal Signature

MS:mh  
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**ATTACHMENT 3**

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Board Services, 4100 Normal Street, Room 2231  
San Diego, California 92103

**SCHOOL PRINCIPAL'S DECLARATION FOR TRESPASS LAW**

**References:** San Diego Public School Trespass Ordinance  
(Municipal Code, sections 52.70.01 through 52.70.03)  
California Penal Code, section 626.4, et seq.

**Background:** In 1974, the district was the complainant in a criminal case involving the Trespass Ordinance. The case was tried in the San Diego Municipal Court. After evidence was presented to the jury, the defense attorney moved to dismiss the criminal charge of trespass on the ground that the school principal could not testify that he had personally and expressly designated the school security agent as his representative (as defined in the Municipal Code). The court granted the motion and dismissed the charges against the defendant. To preclude a similar ruling in the future, either as to the Municipal Code or the more recent section of the California Penal Code, a declaration has been drawn up for use by site administrators, duly authorized, and signed by the school principal.

**Execution:** Each school principal shall complete a declaration upon assuming a new assignment or when personnel, designated on the last affidavit for a given school, change. Staff members who may be designated (as defined in San Diego Municipal Code sections 52.70.01 through 52.70.03, and California Penal Code section 626.4, et seq.) are:

1. All school peace officers and supervisors of the San Diego Unified School District Police Services Department.
2. Designated members of site staff (including vice principals, counselors, teachers, and classified staff).

Staff members so designated should be consulted and made aware of their status. The principal is required to complete, date, and sign the Declaration and return it by **Wednesday, September 29, 2021.**

Two copies of the Declaration should be completed and signed—a scanned version to [board@sandi.net](mailto:board@sandi.net), with the original sent via school mail to the Board of Education/Board Services Ed Center, Room 2231, when the district returns to on-site instruction. The second copy is to be retained by the principal at the school site.

Questions regarding any of the above should be referred to Melissa Hudson or Martha Corrales, Board of Education/Board Services Office, at 619-725-5550.

MS:mh  
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