

## COMMUNITY RELATIONS

### Visitors, **Animals on District Property**, and/or Disruption of School Operations

#### Visitors

The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

- A. All visitors must register at the office upon their arrival at school.
- B. A visitor's badge must be worn and visible at all times.
- C. Visitors whose purpose is to influence or solicit students shall not be permitted on school grounds unless the visit furthers the educational program of the district.
- D. If the visitor wishes to observe a classroom, the date and time shall be prearranged and approved by the principal or designee after consultation with the teacher.
- E. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities.
- F. The principal or designee may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal or designee may withdraw approval.
- G. If the principal or designee determines that the visitor should be ordered to leave the campus or have his/her future access restricted, the principal or designee shall attempt to communicate that information to the visitor in person or by telephone. Following an attempt at oral communication, the principal or designee may issue a trespass notice in written form. A copy of the notice will be provided to the appropriate regional deputy/assistant superintendent's office within 24 hours of its issuance.
- H. If a dispute arises regarding limitations upon or withholding of approval for visits, the visitor shall first discuss the matter with the principal or designee. If the matter is not satisfactorily resolved, the visitor may request a meeting with the superintendent or designee. The latter shall meet with the visitor, investigate the dispute and render a written decision, which shall be final.

#### Animals on District Property

The following restrictions apply to dogs and other animals on district property.

- A. No dogs or other animals shall be allowed on district athletic fields at any time.
- B. No dogs or other animals are allowed on other district property between the hours of 7:00 a.m. and 4:00 p.m. on any school day, except for bona fide service animals governed by [Policy 2030](#) and [Procedure 2030P](#), or those animals approved for schools as governed by [Policy 3418](#) and [3418P](#). At all other times, dogs or other large animals that can be leashed must be leashed and controlled by their owners. Small animals that cannot be leashed must be in control of their owners at all times through other appropriate means.

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**C. Animal owners must clean up after their animals and remove waste from district premises.**

**D. If district personnel determine that a person with an animal should be ordered to leave district property or have their future access restricted, such personnel shall attempt to communicate that information to the person. Following an attempt at oral communication, if the person does not comply with personnel directives, and if the situation warrants assistance, personnel may call law enforcement. If the person can be identified, the appropriate regional assistant superintendent may also issue a trespass notice in written form.**

**Pursuant to Washington State law ([RCW 16.08.040](#)), the owner of any dog that bites a person while that person is in a public place is liable for any damages suffered by the person bitten, regardless of the former viciousness of such dog or the owner's knowledge of such viciousness. The dog owner is personally held strictly liable for the damage inflicted on any persons injured or harmed by the dog physically or emotionally in any manner.**

## **Disruption at School Activities**

The following guidelines are suggested as basic security measures to prevent/reduce disruptive school program activity or meeting activities in the school:

- A. All visitors are required to check into the office upon entering a school building.
- B. Staff members are responsible for monitoring school facilities, including hallways and playgrounds. Unfamiliar persons are to be directed to or escorted to the office.

Cross reference:

[Board Policy 4314](#)

Visitors and/or Disruption of School Operations

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