

**PROCEDURE 4311: SCHOOL VISITATION**

The following guidelines are established to permit and encourage visitors to observe the educational program and to minimize disruption to the ongoing educational programs of the schools.

1. A visitor is anyone entering school property who is not:
  - a. An employee or authorized volunteer of the district, or
  - b. A student enrolled at that school.
2. All persons visiting the schools must have a purpose related to the district's educational program or the personal welfare of a student or employee. Visits for any other purpose are prohibited.
3. Schools arrange visits dependent on the purpose of the visit and the current conditions in the school, therefore visitors should make every effort to contact the school before they plan to visit.
4. Building principals are charged with the responsibility to arrange and facilitate school visits responsive to the purpose for the visit and consistent with the need to minimize disruptions to the school and school program. School visits may take a variety of forms, including but not limited to, tours of the school campus, parent/guardian visits to their child's classroom, prospective parents/guardians visiting a classroom at a specific grade level, and prospective students "shadowing" the schedule of a current student. Visitors may be requested to meet with the building principal, or his/her designee, prior to and/or after any visit to the school. In addition, visitors to individual classrooms may be requested to confer with the teacher before or after the visit to enhance understanding of the activities observed.
5. Visitors found on school premises who have not registered at the office shall be told to either report to the school office or leave the school property. Visitors so notified who remain on school premises without registering are subject to the sanctions set by criminal

**COMMUNITY RELATIONS  
PROCEDURE 4311**

(Page 2 of 2)

- trespass laws (RCW 9A.52.070-090). The appropriate law enforcement agency may be requested to respond.
6. An immediate grievance process shall be available for visitors who feel aggrieved by limitations upon or withholding of approval for a visit.
    - a. The visitor shall first seek to resolve the matter with the building principal.
    - b. If the problem is not satisfactorily resolved at the building level, the visitor may request a meeting with the superintendent, or his/her designee. The superintendent, or his/her designee, will investigate the disagreement and provide a written decision which shall be final, subject only to the citizen's right to raise an issue in open meeting in a regular session of the Board of Directors.
  7. Any person whose intention is to pressure or solicit students for commercial, religious, or illegal purposes shall not be permitted on the school grounds, nor shall any person be allowed to engage in campaign activities for state, local or national elections at district facilities during the times they are in use for district-related activities.
  8. No one may enter school premises for the purpose of conducting activities prohibited by local, state, or federal law or school board policy.
  9. If a principal determines that any person is disturbing, interfering with, or obstructing the lawful operation of the school (as defined by RCW 28A.87.055), the person may be ordered to leave the school property and upon failure to do so, may be subject to the sanctions set by law pertaining to school disturbances.