



Visitors in Schools Administrative Procedure 8.74

8.0 Safe Schools

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17

Legal Reference: *Public Schools Act, Safe Schools Charter*

Date Adopted: April 2005

Date Amended: September 2006, March 2010, May 2018

Evergreen School Division schools are all community places, and as such, welcome visitors for a wide variety of purposes.

Upon arrival at school, all visitors are to report to the school office. They will be asked their name and purpose of visit. Schools may require visitors to sign in and out of the school, and to wear name tags while in the school.

Parents or guardians wishing to meet with teachers or visit their child's classrooms must first report to the office and request permission from the Principal or designate to do so. Based on the request and timing, the Principal may ask parent to return at another time.

If at any time a school visitor causes a disturbance or interruption to a school, a class or an activity of the school, by their actions on or near the school premises, they may be asked to leave. See ***Procedure 8.44 Trespassers***.