



## School Visitors Administrative Procedure 8.74

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

**Legal Reference:** Public Schools Act

**Date Adopted:** April 2005

**Date Amended:** September 2006, March 2010, May 2018, November 2022

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Evergreen School Division schools must balance the desire to welcome school visitors against the need to ensure the safety of students. Principals are also required to limit visitors' disruption to school processes and interruptions to student learning.

**1. Definition**

*A visitor is defined as any person seeking to enter the school building who is not an employee of the school or student currently enrolled.*

**2. Process**

- 2.1 All visitors to the school building must enter via the main entrance and report to the office.
- 2.2 Visitors are not permitted in the classrooms or hallways without an appointment.
- 2.3 All visitors that will be moving throughout the building will be required to wear identification.
- 2.4 All visitors will generally be escorted from the office to the room, area, or people they are there to see.
- 2.5 Students and staff are asked not to open doors for any person at a doorway.
- 2.6 School employees will greet students at designated arrival locations.
- 2.7 Students arriving late must enter through the main entrance and notify the office.
- 2.8 Visitors attending school functions that are open to the public, such as parent-teacher conferences, school concerts, sporting events, or use of facility permits are not required to sign in.
- 2.9 Parents/guardians who wish to speak or meet with a teacher must make arrangements in advance. Appointments can be made by emailing the teacher or phone call to the office.
- 2.10 School employees are expected not to take class time to discuss individual matters.
- 2.11 School employees who are expecting a visitor must notify the main office staff ahead of the visit.
- 2.12 Any visitors on site who are not recognized, or who do not have an identification badge should be politely asked their business and escorted to the office.

- 2.13 Any unauthorized person on school property will be reported to the Principal or their designee. Unauthorized or disorderly persons will be asked to leave the school.
- 2.14 If at any time a school visitor causes a disturbance or interruption to a school, class or activity of the school, by their actions on or near school premises, or on any premises where a school sanctioned activity is taking place, they may be asked by staff to leave.
- 2.15 Visitors who fail to abide by this procedure, and/or who are perceived by the school or division administration to pose a risk to student or staff safety, will be issued a no trespass order by the Superintendent.