

Section:	School Administration
Title:	Visitors to Schools

Purpose

To enhance the safety of our students and staff, and to limit disruption of instruction, Mission Public Schools has established a process to identify visitors on school sites.

The School District requires that all visitors to schools, including district staff, administration office personnel, maintenance staff, itinerants, Teachers on Call and CUPE casual staff check in at the main office.

Appropriate signage will be in place at schools to direct visitors to report to the office.

All school district employees who are visiting a school district site will wear photo identification.

Routine school and classroom visitors such as parents, guardians and known volunteers will be under the direct supervision of classroom teachers, who may use a nametag or sign-in system as appropriate to each situation.

Visitors who are not known to school staff will be redirected to the office to sign in. Schools may provide such approved visitors with a Visitor Identification tag. Any individual who refuses to register with the office upon request is illegally on school property and will be asked to leave. If a visitor refuses to leave and/or creates a disturbance, the principal or building manager has the authority to request aid from the law enforcement agency.

Date Adopted: February 2000

Date Amended: August 2022 (formerly AP 3.6.2., #116)

Legal Reference: *School Act*