

Visitors to Buildings and Sites/Properties

Regulation No. 402.20R

Background:

Under the direction of the Superintendent, all District staff are responsible for ensuring that all district sites/properties and activities are safe, caring and respectful. This expectation applies to all visitors, including parents and guardians, and extends to all school and district sites and sponsored events.

General Considerations:

Creating safe and caring environments for all students and staff is a priority for the Board of Education. All staff members and students have a right to work and learn in environments that align with District and Ministry goals, legislation and policies.

The Board believes that high standards of respect and responsibility for oneself and others will support interactions that foster acceptance, equity, and inclusion.

To this end, the Board expects that people interacting with the district will:

- Comply with the District Code of Conduct and Parent/Caregiver Code of Conduct
- Follow all applicable federal, provincial and municipal laws and policies/procedures
- Ensure learning and working environments are inclusive and respectful of the diverse nature of our communities
- Calmly engage with others in all aspects of actions and communication
- Refrain from engaging in, standing by, or encouraging acts of violence, bullying or harassment, or discrimination in any form
- Show respect for school property and the property of others
- Value partnerships that align with District goals

General Visits:

People authorized to be on school premises include:

- District employees, trustees and people on District business
- Students regularly enrolled at the school (i.e. students who are not currently under suspension or expulsion from the school or district)
- Students and staff from other schools participating in school-sponsored or sanctioned activities
- Parents/Guardians visiting for meetings, activities and other educational purposes
- Students, parents, and members of the public who are observing or participating in school-sponsored or sanctioned activities or events that are open to the public (including after-hours community use of facilities and grounds)
- Police and other community professionals in their official duties or who are asked to support school and district functions

Visitors with legitimate business at the school are to proceed directly to the school's main office to seek permission from the principal or designate. All visitors must sign in and out at the main office as instructed. Visitors must display school or district visitor badges as directed by school staff.

Visitors are not permitted to move around the school or grounds without permission to ensure a safe and productive learning environment.

If you need to drop something off for your child throughout the school day, please do so at the office and staff will be sure to pass the item(s) along to your child.

The principal determines the right to access the school and may have to restrict or refuse permission for an individual or group to visit the school (as per the *School Act, Section 177*).

Dignitary Visits:

While rare, school districts or schools occasionally may be included in visits by prominent dignitaries.

In such circumstances, the formal protocols for such visits may take precedence beyond normal district practices. Information on proper protocols in these exceptional circumstances would be coordinated by the office of the Superintendent.