

## School Visitor Procedure

### Aim

This procedure is meant to increase the safety of students and to limit the disruption of instruction.

### 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.

### Process

1. All visitors to the school building must enter via the main entrance and report to the office.
2. Visitors are **not** permitted in the classrooms or hallways without an appointment.
3. All visitors that will be moving throughout the building will be required to wear identification.
4. All visitors will generally be escorted from the office to the room, area, or people they are there to see.
5. Students and Staff are asked **not** to open doors for any person at a doorway.
6. School employees will greet students at their designated entrances at arrival.
7. School employees will walk students to their exits at the end of the day.
8. Students arriving late must enter through the main entrance and notify the office.
9. 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.
10. 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.
11. School employees are expected **not** to take class time to discuss individual matters.
12. School employees who are expecting a visitor must notify the main office staff ahead of the visit.
13. Any visitors on site who are not recognised, or who do not have an identification badge should be politely asked their business and escorted to the office.
14. Any unauthorized person on school property will be reported to the Principal or their designee. Unauthorized or disorderly persons will be asked to leave.