

## **VISITOR ACCESS TO SCHOOL FACILITIES DURING SCHOOL HOURS**

1. All schools will have signs at entrance ways requiring visitors to report to the office. Colony / small schools will have visitors report to the principal.
2. People visiting the school must sign in and out at the office.
3. Schools will require visitors to wear identification.
4. Staff will be instructed to be observant of people on the school grounds not associated with the school.
5. Staff on duty will direct visitors to the principal.
6. The principal or their designate will direct further action.
7. This policy does not apply to public events such as awards day, sporting events, parent teacher days etc...
8. Divisional office staff working in the schools will wear identification tags.

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