Section	SCHOOLS AND STUDENTS	
Policy Name	VISITORS TO SCHOOL	501

Board Approved: March 12, 1999	***Reviewed: June 20, 2006***	*Review Prior To: December 2011*

POLICY

It is the policy of the Superior-Greenstone District School Board to exercise control of access to its schools in the interests of good management and the safety of students.

PROCEDURES

1.0 Permission to Be on Premises

All visitors to a school must have the permission of the Principal or his/her designate.

2.0 Posted Notices

Each school shall post notices at entrances advising that visitors must report to the Main Office upon entry.

3.0 Checking In

Visitors must obtain the required permission before contacting any teacher or other employee or any student or visiting any area of the school. All visitors are required to wear a Visitors Badge that is clearly visible throughout their visit. All visitors are required to sign out at the end of their visit.

4.0 Salespersons or Agents

Salespersons or agents shall not interfere with normal school routines.