

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	SCHOOLS AND STUDENTS		
Policy Name	VISITORS TO SCHOOL	501	
Board Approved:	April 20, 2021 June 21, 2016 October 18, 2011 March 12, 1999	Reviewed: April 6, 2021 June 7, 2016 September 26, 2011 June 20, 2006	Review by: December 2026

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.

The Superior-Greenstone District School Board (SGDSB) is committed to maintaining safe, caring, and inclusive school environments where the well-being of students, staff, and visitors to the school community is protected. As such, the Board regulates access for visitors to school premises in premises in accordance with the Education Act, Ontario Regulation 474/00 – Access to School Premises, and all applicable Board policies and procedures.

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While safety remains paramount, the Board values schools as welcoming community spaces that encourage positive partnerships with families, community members, and service providers who support student learning and well-being.

PROCEDURES

1.0 Permission to Be on Premises

All visitors to a school must have the permission of the Principal or their designate.

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The Board recognizes that the following persons are permitted to be on school premises, subject to any lawful restriction:

- a person enrolled as a pupil in the school;**
- a parent, guardian or person having daily care and control of a pupil under age 18 years;**
- a person employed or retained by SGDSB, as well as SGDSB Trustees;**

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- a person who is otherwise on the premises for a lawful purpose (e.g. delivering mail, voting);
- a person who is invited by school official(s) to attend an event, a class or a meeting on school premises providing the person is on the premises for that purpose; and
- a person who is invited onto school premises for a particular purpose by the principal, vice principal or another person authorized by SGDSB policy, provided the person is on the premises for that purpose and complies with any restrictions on their attendance.

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

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Individuals who are not enrolled as pupils or routine employees of a school site are deemed to be visitors. Visitors may include:

- Board employees, trustees, or elected officials carrying out official duties
- Parents/guardians attending school business
- Approved volunteers, agency partners, or contractors with scheduled appointments
- Community members invited for educational or cultural purposes

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All visitors to SGDSB properties are required to adhere to the Board's policy and practices, including, but not limited to, the SGDSB Code of Conduct.

2.0 Posted Notices

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

Signage must be visible, accessible, and updated as needed to reflect Board requirements.

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3.0 CheckingSigning In

All visitors to the school premises are required to report to the main office, state the purpose of their visit, and sign in.

Contractors, external service providers, and agency personnel working in schools must present appropriate identification and credentials upon entry.

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Staff or members of the SGDSB are required to wear their supplied Name/Picture badges visibly when attending the school premises.

Other visitors to the school premises will be provided a Visitor's Badge upon sign-in. This badge must be worn and clearly visible throughout their visit. The badge must be returned to the main office at completion of the visit.

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

4.0 Superior Greenstone DSB Staff

All Superior Greenstone staff are supplied with Name/Pictures Badges. Their identification will be visible on their person.

5. Contractors, Service Providers, and Agency Partners

Contractors, external service providers, and agency personnel working in schools must:

- Present appropriate identification and credentials upon entry
- Follow all school safety, confidentiality, and child protection expectations
- Ensure visits do not disrupt instructional time or normal school routines

Salespersons or Agents

Salespersons or agents shall not interfere with normal school routines.

4.0 6. Cultural and Community Visitors

The Board recognizes the important role of Elders, Knowledge Keepers, and community partners in supporting culturally responsive education.

Principals are encouraged to facilitate their access through respectful coordination and communication with families, Indigenous partners, and community organizations.

75.0. Safety and Emergency Protocols

Visitors are expected to follow all emergency procedures (fire drills, lockdowns, hold-and-secure). In the event of an emergency, visitors shall follow staff directions and remain under supervision until it is safe to leave.

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6.08. Restricted or Unauthorized Access

The Principal (or designate), or another individual authorized by SGDSB, may deny or revoke access to any individual whose presence is considered detrimental to the safety, well-being, or operation of the school, consistent with the Education Act, s. 305(4) and Ontario Regulation 474/00.

Failure of an individual or individuals to comply with this policy, subsequent to receiving a verbal or written warning from the principal/designate, may result in charges under the Trespass to Property Act, the Education Act or the Access to School Premises Regulation 474/00.

Such incidents shall be documented and reported to the appropriate Superintendent of Education.

9. Privacy and Data Protection

Visitor sign-in information shall be used solely for safety and accountability purposes. Schools must ensure that visitor logs, whether digital or paper, are stored securely and retained in accordance with Board records management protocols.

References

- Ontario Regulation 474/00 – Access to School Premises
- Trespass to Property Act, - R.S.O 1990, c. T.21

Related Policies and Procedures:

- Policy 410 – Security
- Policy 413 – Video Surveillance
- Policy 520 – Student Code of Conduct
- Policy 717 – Workplace Harassment & Human Rights
- Policy 719 - Accessibility
- Policy 720 – Workplace Violence

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