



Policy 5080  
**UNAUTHORIZED VISITORS IN SCHOOLS**

Adopted: 1997-11-25	Reviewed:	Amended: 2005-01-25 2011-11-01
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**POLICY**

SUBJECT: **UNAUTHORIZED VISITORS IN SCHOOLS**

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Parents/Guardians and guests are always welcome to visit schools in School District No. 78 (Fraser-Cascade). It is necessary, however, that visitors first report to the office to make administration aware of their presence, the reason for their presence, to obtain approval to remain in the school, and be issued with school-based identification.

All visitors may be requested to provide appropriate identification to validate their presence in the school (e.g. social workers, community service workers, etc.).



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## **REGULATIONS**

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### **1. Unauthorized Visitors**

This section refers to unauthorized visitors to the schools and any school function including but not limited to sports events, dances, and performances.

- a) Any person who is in the school building without an approved, legitimate purpose may be asked to leave. That request should be made before the RCMP are called, unless the visitor is, or appears to be, violent or threatening in manner.
- b) Wherever possible, the person who directs the visitor to leave the building or grounds should be the principal or vice-principal, and a witness to the request should be present.
- c) An employee who encounters an unauthorized visitor must notify the school principal or designate; however there may be times that it is necessary for an employee other than the school administration to direct the visitor to the school office or ask them to leave. In this event, a witness should be present if at all possible.
- d) The person who makes the request that the unauthorized visitor leave should document the request showing the date, time, reason and the name of the witness. Copies should be filed in the school office.
- e) The person directed to leave should be told that he/she may not return. He/she should not be interviewed by any school personnel as this may constitute a violation of his/her rights.
- f) If the unauthorized visitor refuses to leave, the RCMP should be called for assistance.
- g) If the unauthorized visitor leaves but returns on that day or subsequently, the date and time of his/her return should be documented and a witness obtained. The RCMP should be notified at once, as the return is an offence.
- h) When there is evidence of an intruder in a school, the school will contact the District Education Office to contact all schools.

**2. Responsibility for Regulations**

- a) In accordance with [Policy #6225 – Maintenance of Order and Protection of Pupils](#), the principal, teacher and support staff are responsible for the enforcement of this Policy, as appropriate to their roles.
- b) Schools must have a process for identifying all authorized visitors.
- c) All Visitors are required to adhere to this Policy.

**Note:** [Section 179\(1\)\(b\) of the Criminal Code of Canada](#) states that a convicted sexual offender commits the offence of vagrancy if found loitering or wandering in or near a school ground, playground, public park or bathing area.