



## SCHOOL DISTRICT #49 (CENTRAL COAST) Policy Manual

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### **POLICY 250: Visitors to Schools**

The Board of Education desires to make all facilities within the school district safe and secure for all employees, students and visitors.

#### Guidelines

1. Employees of the district (directors, coordinators, maintenance staff members, trustees and others) are to advise the school principal or secretary that they are in the building.
2. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school property.
3. Any person on school property who has not registered with the school office is trespassing and will be asked to identify themselves properly or may be asked to leave. If the visitor refuses to leave the school grounds or creates any disturbance, the principal has the authority to request aid from law enforcement in accordance with the School Act