

School Administration

Administrative Procedure: Visitors to the School			
EFFECTIVE DATE: August 24, 2005	R E F E R E N C E S	ADMINISTRATIVE PROCEDURE CODE: 1.A.100	
AMENDED DATE:		Policy Reference	
		Legal Reference	PSA 48(1) & 231(1-5)

All persons, other than the staff and students of a school, shall be regarded as visitors and shall, upon entering the school, make their presence known at the office and state the purpose of the visit.

No person shall canvass, sell, or offer to sell goods, services, or merchandise to a teacher or a pupil on school premises without the prior approval of the Superintendent

No person shall disturb or interrupt a school, a class in a school, or an activity of a school by his or her actions on school premises or in close proximity to school premises, or by trespassing on school premises.

A principal, or a person authorized by the school, may direct any person to leave school premises who:

- Causes a disturbance or interruption.
- Trespasses on school premises.
- Is present on school premises for a purpose not associated with the normal functioning of the school.

A person who is directed to leave school premises shall leave the premises immediately. If the person has been given an oral or written notice to that effect by the principal or person authorized by the Board, he/she shall not enter on school premises again except with the prior approval of the principal or authorized person.

Professional Visitors or Observers

Border Land School Division is open to visitors and observers from educational or other organizations. The Division welcomes representatives of the Government of Manitoba, visitors from Manitoba Education, Manitoba Association of School Trustees (MAST), Manitoba Teachers Society (MTS), Manitoba Association of School Superintendents (MASS), Student Services Administrators Association of Manitoba (SSAAM), representatives of universities or colleges, and student welfare agencies.

These visitors will notify the Division personnel and/or school administrators of the time and intent of their visit.