



Procedure Section: **School Administration**

300

Procedure Name: **Access to Schools**

325

PROCEDURE

Access to Schools

Procedure

It is the policy of the Keewatin-Patricia District School Board to allow the public access to its schools, subject to the conditions set out in the guidelines.

Rationale

The procedure is established in order to ensure that students and staff learn and work in a safe and secure educational environment.

Guidelines

1. This policy is administered under, and guided by, Ontario Regulation 474/400 Access to School Premises.
2. The main elements of this Regulation are:
 - a) The following persons are permitted to be on school premises unless prohibited under *Section 2. c)* below, when the premises are being used for a purpose authorized by the Board:
 - i) Pupils enrolled in school;
 - ii) Parents or guardians of such pupils;
 - iii) Persons employed or retained by the Board; and/or
 - iv) Persons on school property for lawful purposes (i.e., delivering mail, voting, etc.).
 - b) A person who is invited onto school premises for a particular purpose by the Principal, Vice-Principal, or another person authorized by Board policy to do so, is permitted to be on the premises for that purpose (i.e., event, class, meeting, permit, etc.). Permission to access the school does not entitle a person to have access to all areas of the school premises.

- c) The following persons are prohibited access to the school property:
- i) Anyone whose presence, in the Principal's, or Designate's, judgment is detrimental to the safety or well-being of a person on the premises;
 - ii) Any person who fails to report their presence in the manner specified by the school or Board (see Appendix A – Strategies for Dealing with Unauthorized Visitors to Schools); and/or
 - iii) Students under suspension or expulsion, except with the authorization of the Principal, or Designate.
3. Schools shall establish monitoring procedures for visitors to schools. Such procedures may include the following:
- a) Posting appropriate signs at each entrance indicating that all visitors are to report to the office;
 - b) Developing a sign-in system located in the Main Office;
 - c) Developing procedures for staff and students regarding visitors to the school; and/or
 - d) Utilization in schools of the Safe Welcome Video Intercom System.
4. Should an incident occur involving a person's access to a school board premise, the Principal will:
- a) Conduct an investigation to determine what occurred during the incident;
 - b) Consult with their Superintendent of Education and the Safe and Supportive Schools Administrator;
 - c) Determine if the incident requires a follow-up with the person(s) involved, and communicate with that person(s) accordingly (i.e. meeting);
 - d) Issue a Trespass to Property Letter (see Form B), if the Principal deems that the person's presence is detrimental to the safety or well-being of a person on the premises;
 - e) Inform police if appropriate.
5. In all cases the issuance of a trespass letter is not to be taken lightly. An investigation of the incident involving a person's access to school premises, and consultation with the

appropriate KPDSB staff as listed above must occur every time a trespass to property letter is issued. Each trespass letter must be reviewed annually by the Principal of the site to which the letter pertains to determine if the circumstances that necessitated the letter still exist. If a trespass to property letter is to be rescinded, a meeting should occur with the Principal and the person to whom the trespass letter applies, to review access to school premises expectations and to ensure that the incident that necessitated the letter (or a similar incident) does not occur again (please see Form C for template letter for rescinding a trespass to property).

Appendix A

Strategies for Dealing with Unauthorized Visitors to Schools

1. Prevent confrontation and obtain maximum cooperation.
2. Introduce yourself, be courteous, calm, and assured.
3. Ask the person to identify themselves and state their business.
4. Do not touch the person.
5. Give clear direction to the person and offer assistance (i.e., "Please accompany me to the office", "Please come with me to the exit", etc.).
6. Isolate the situation safely, do not play to an audience. If you suspect you are being recorded, ask the recorder to cease the recording. Be calm and courteous.
7. If possible, try to have the person come to the office area.
8. Let people know where you are going when you leave to intercept the person. *NOTE: it is preferable that a second adult accompany you. This individual may need to act as a witness, go for additional assistance, or act as a 'runner'.*
9. Complete the Trespass to Schools Incident Report – Form A, documenting a thorough description of the person, noting the time of the incident. This should be kept in a secure location along with trespass letter in the main office.
10. If a student under suspension comes on to school/Board property, investigate and if warranted, issue a second suspension.
11. If a trespasser is not a student of the school, issue a trespass letter. The trespass letter should include the stipulation of no communication, including no electronic and/or telephone communication, with staff. Note, if the trespass is issued to a parent/guardian, the school still has a responsibility to communicate with the parent or guardian about their child.
12. Call police about trespassers who become abusive or uncooperative. Provide police with written notification of when trespass letters are issued.
13. If the stipulations of the trespass letter are broken, call the police. When the police arrive, provide the investigating officer with a copy of the trespass letter previously served.
14. Maintain a trespass register or trespass incident record in the school.
15. Schools' security camera systems will be incorporated into investigations.

16. Trespass letters may be rescinded at any time by the school Principal, and/or the Superintendent, where it is determined that the individual's presence would no longer be detrimental to the safety or well-being of a person on the premises.
17. Trespass letters should be reviewed on an annual basis by the school Principal, and/or the Superintendent, to determine if the trespass letter should remain in effect for the following school year.