

## **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

This policy is established in order to ensure students and staff learn and work in a safe and secure educational environment.

## Guidelines

1. This policy is administered under and guided by the Ontario Code of Conduct, Regulation 474-00 “Access to School Premises”.
2. The main elements of this Regulation are:
  - 2.1 The following persons are permitted to be on school premises, unless prohibited under Section 2.3 below, when the premises are being used for a purpose authorized by the board:
    - a) pupils enrolled in school;
    - b) parents or guardians of such pupils;
    - c) persons employed or retained by the board;
    - d) persons on school property for lawful purposes (e.g. delivering mail, voting)
  - 2.2 The following persons are permitted conditional access to school property, provided they are there for a specific purpose:
    - a) persons invited to attend an event, class or meeting;
    - b) persons invited by the principal, vice-principal, or someone else authorized by board policy to do so.
  - 2.3 The following persons are prohibited access to school property:
    - a) anyone whose presence, in the principal’s or designates’ judgment, is detrimental to the safety or well-being of a person on the premises;
    - b) 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);
    - c) Students under suspension or expulsion, except with the authorization of the principal, or designate.

3. Policy 801, Use of School Facilities, Grounds and Equipment, addresses access to schools via permits issued by the principal for the identified facility.
4. The Keewatin-Patricia District School Board will consult with school councils when establishing, reviewing, and revising these policies and guidelines.
5. 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.
  - d) Utilization in Elementary Schools, of the Safe Welcome Video Intercom System.

## 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").
- 6) Isolate the situation, safely, do not play to an audience.
- 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 or 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, and noting the time of the incident.
- 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 to include the stipulation that no communication includes no electronic and/or telephone communication with staff.
- 12) Call police about trespassers who become abusive or uncooperative.
- 13) If a trespass notice is broken, call the police. When 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 notices 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 notices should be reviewed on an annual basis by the school Principal and/or by the Superintendent to determine if the trespass notice should remain in effect for the following school year.