



KENORA CATHOLIC DISTRICT SCHOOL BOARD

300 Student Procedures

AP 316: Safe Schools – Access to Schools

The Director of Education provides this administrative procedure on the implementation and monitoring of school access guidelines to support all staff members in establishing and maintaining a safe and secure working and learning environment.

1. Allowable Access

1.1 The following persons are permitted access to school property any day or time:

- 1) Pupils enrolled in school
- 2) Parents or guardians of such pupils
- 3) Persons employed or retained by the board
- 4) Persons on school property for lawful purposes.

1.2 The following persons are permitted conditional access to school property, provided they are there for a specific purpose:

- 1) Persons invited to attend an event, class or meeting
- 2) Persons invited by the principal, vice-principal, or someone else authorized by board policy to do so.

1.3 The following persons are prohibited access to school property:

- 1) Anyone whose presence, in the principal's judgment, is detrimental to the safety or well being of a person on the premises
- 2) Any person who fails to report their presence in the manner specified by the school or board.
- 3) Students under suspensions
- 4) Individuals wearing gang colours

2. School Procedures

2.1 Schools shall establish monitoring procedures for visitors to schools. Such procedures may include the following:

- 1) Posting appropriate signs at each entrance indicating that all visitors are to report to the office
- 2) Developing a sign-in system located in the main office
- 3) Developing procedures for staff and students regarding visitors to the school

2.2 The principal will consult with school councils when establishing, reviewing and revising school access procedures. In the course of any review, the views of pupils, teachers, staff, school, volunteers, parents and guardians, school councils and the public must be solicited.

3. Dealing with Unauthorized Visitors to a School

3.1 Intercepting the Person

Let people know where you are going when you leave to intercept the person. It is preferable that a second adult accompany you. This individual may need to act as a witness or go for additional assistance.

3.2 Prevent confrontation and obtain maximum cooperation.

- 1) Introduce yourself and be courteous, calm and assured
- 2) Ask the person to identify him/herself and state his/her business
- 3) Do not touch the person
- 4) Give clear direction to the person and offer assistance (i.e. "Please accompany me to the office", "Please come with me to the exit").

3.3 Location

Isolate the situation - do not play to an audience. If possible, try to have the person come to the office area.

3.4 Record

Get a good description of the person and note the time of the incident (use a digital camera, if available).

3.5 Action

- 1) If a student under suspension comes on to school/board property, investigate and issue a second suspension.
- 2) If a trespasser is not a student of the school, issue a trespass letter.
- 3) Call police about trespassers who become abusive or uncooperative.

3.6 Broken Trespass

If a trespass notice is broken:

- 1) Call the police.
- 2) When police arrive, provide the attending officer with a copy of the trespass letter previously served.

4. Trespass Register

Maintain a trespass register or trespass incident record in the school.

Legal References:

1. Education Act S. 305 Access to School Premises
2. Ontario Regulation 474/00
3. Guideline—Ontario Schools Code of Conduct
4. Trespass to Property Act

Effective Date: December 18, 2001

Latest Review Date: April 04, 2011, May 2011, January 2012