

SAFE AND APPROPRIATE ACCESS TO STUDENTS, STAFF AND DISTRICT PROPERTY

Background

The District supports and encourages parents and interested individuals and organizations to visit and participate in District facilities. The District recognizes the valuable contribution that individuals and local non-profit and for-profit organizations can make to the learning environment, and to other facility-based programming.

Concurrently, the District has a duty to provide a safe and effective learning and working environment.

Therefore, in the interest of safety for students and employees, and the security of District facilities, individuals other than staff or students need to report to the Principal's office, or other specified area, on arrival at a District facility. It is the expectation of the District that each Principal in consultation with District staff shall institute additional procedures to ensure both a welcoming and safe learning and working environment as further outlined in this Administrative Procedure.

Procedures

1. Access to Students

1.1 General Guidelines

Generally, access to schools will be in accordance with Board Administrative Procedure 345 and the established District External Agency Protocol. In accordance with the District External Agency Protocol, the procedures for request for access vary depending on the type of service provided. There are three levels of service:

- 1.1.1 Level One: Complementary and Supplementary education programs: when agencies or individuals have on-site access to groups of students who are supervised by school staff; e.g. Tennis BC, Action Schools BC, Artists-in-Residence, Drug and Alcohol awareness speakers, theatre groups, etc.
- 1.1.2 Level Two: Consultation with School-based Teams: when individuals representing external agencies engage in collaborative practice and/or integrated case management with school staff (e.g. Mental Health, local service providers, etc.). This may also involve classroom observations of specific students by individuals representing external agencies. There is no direct student contact.

1.1.3 Level Three: When individuals representing external agencies have on-site direct student contact during school hours to provide therapeutic and/or clinical interventions (e.g. Child and Youth Crisis Program, etc.) or interviews with students (MCFD Child Protection). This may also include a demonstration of a therapeutic intervention with a specific student for a school staff person to use as part of the I.E.P. Persons working with students outside of school hours include those from Parks and Recreation and contacted individuals and/or agencies for our Community Schools.

For more detailed information on the procedures for gaining access to students at each of the three levels, please see the External Agency Protocol.

1.2 Charities/Non Profit Organizations

Charities traditionally supported by the District and the schools will continue to have access to the schools with the approval of the Principal. New charities requesting access must be approved by the Superintendent. Schools are encouraged to participate in at least one fund-raising activity for charity each year.

1.3 For-profit Organizations and Businesses

For-profit organizations and businesses that historically have provided services that benefit the students and the school (e.g. school photographs, student insurance, milk and juice program, school store items, uniforms and school tee-shirts) may continue to do so at the discretion of the Principal. Please see the Administrative Procedures 520 - Fundraising Activities and Sponsorship in District Facilities, for the procedures related to other for-profit organizations and businesses.

1.4 Sponsored Information

Non-profit groups providing services or activities to students are permitted to distribute information to the schools with the approval of the Superintendent or designate.

1.5 Media and Film Companies

Media and film companies or agencies who seek access to schools and students must first obtain the approval of the Superintendent who will then contact the schools. Principals will not allow access to or involvement by students without prior parental consent.

1.6 Religious Organizations

Individuals representing religious organizations will be granted access to teachers and students when requested to contribute to the study of religion. This access is with the approval of the Principal.

1.7 Appeal

Agencies or individuals denied access to students and teachers may appeal to the Superintendent.

2. Access to District Facilities

- 2.1 Designing procedures for site access shall be the responsibility of the Principal in consultation with District staff and in accordance with this Administrative Procedure.
- 2.2 In order to provide a safe and effective learning environment, each District facility shall design procedures which insure safe access to the site. It is recognized that the duty of care is heightened at sites with younger students.
- 2.3 Procedures shall include, but are not limited to:
 - 2.3.1 Reporting to the office for access to the facility.
 - 2.3.2 Designation of students/staff only and adult-only entrances where practical and safe.
 - 2.3.3 A process of identification for students, guardians and visitors whom have correctly signed into the site.
 - 2.3.4 A process of identification for District employees.
 - 2.3.5 Locking of outside doors where practical and safe.
 - 2.3.6 Procedures for student entry and dismissal that allow for parent/teacher and student contact.
 - 2.3.7 Informing parents and the community of procedures for safe access through proper signage and newsletters.
 - 2.3.8 A process for accessing and signing-in at Neighbourhood Learning Centres in District facilities.

The Principal is encouraged to consult with District staff, school staff, parents' advisory council and NLC Neighbourhood Advisory Committee in implementing these procedures.

3. Intruders

- 3.1 In circumstances where the behavior of an individual(s) threatens the welfare of the students and/or staff, or disturbs and/or interrupts the proceedings of a school, NLC or official school function, the individual(s) will be directed to leave District property by a Principal, Vice Principal, Director of Instruction, or a person authorized by the District to make that decision.
- 3.2 Once directed, the individual(s) must immediately leave the District property and must not re- enter except with prior approval from the Principal, Vice Principal, Director of Instruction or a person authorized by the District to give that approval.
- 3.3 An individual(s) who fails to leave District property or returns without prior permission is committing an offense. A Principal, Vice Principal, Director of Instruction, or a person authorized by the District may, in order to restore order on District property, seek adequate assistance from the Police.

4. Neighbourhood Learning Centres (NLCs)

4.1 In District facilities that have Neighbourhood Learning Centres (NLCs) it is recognized that the facilities will be used by a broad spectrum of user groups. The safety of students and security of facilities has been considered both in NLC design and operations. The District established the following selection criteria for NLC programming:

4.1.1 Prioritize the safety of students and the security of facilities.

4.1.2 Meet identified community needs; e.g.

- Address program or service gaps; and
- Do not duplicate existing community-based programs or services.

4.1.3 Operating independently and demonstrate an ability to cover operations costs, unless integrated into school programming.

4.1.4 Meet District procedure requirements regarding facility use.

4.1.5 Complement existing school-based, community programs or services.

4.1.6 Contribute to community literacy and lifelong learning.

4.1.7 Enhance student readiness for learning success.

4.1.8 Facilitate community-building and social interaction.

4.1.9 Are inclusive of people of different abilities, ages, cultures and incomes.

*Reference: Sections 9, 17, 20, 22, 65, 79, 85, 177 School Act
Child, Family and Community Service Act*

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)