

## **ACCESS TO SCHOOLS (VISITORS AND VOLUNTEERS)**

### **Background**

Principals shall exercise discretion in allowing individuals access to schools, classrooms, and school grounds.

### **Procedures**

#### **1. Visitors**

- 1.1 All visitors to a school are expected to make their presence known to the school principal or designate.
- 1.2 The principal determines right of access to the school.
- 1.3 The principal is to ensure that signage directing visitors to the school's general office is placed at all entrances to the school.

#### **2. Sales Promotions**

- 2.1 No person is to be allowed access to the school for the purposes of promoting sales of insurance, supplies, or other articles or materials or distributing articles or materials of a political nature unless authorized by the principal after consultation with the Director of Education.

#### **3. Community and Student Promotions**

- 3.1 The principal may authorize promotions relating to student and community activities.

#### **4. Volunteers**

- 4.1 Volunteers are to be approved by the principal.
- 4.2 Volunteers are to work under the direct supervision of a teacher or principal.
- 4.3 Volunteers are not to have access to confidential records or student progress reports.
- 4.4 Volunteers involved in any activities involving direct, unsupervised contact with students are to be required to submit to a police criminal records check, the results of which must be acceptable to the Central Administrative Council.

Reference: Sections 85, 87, 175, 231 Education Act

September 1, 2006