

5.12 School Access Policy

1. Rationale

From time-to-time individuals not directly connected to the school desire to have access personally or through print to the students and parents. Administration and the Board should monitor school visitors and outside advertising to ensure that they are not detrimental to the academic and spiritual atmosphere of the school.

2. Policy

- 2.1. Information distributed in the school should deal with the school or be viewed as education related information that would be of general interest to parents. As a rule, items of information that relate to the promotion of personal interest or commercial gain shall not be distributed in the school. All information distributed in the school must have the approval of the principal.
- 2.2. Visitors to the school should report to the school office to make their business known. Visitors will sign in at the office and wear a visitor sticker while in the school. Should the visitor wish to speak with a student or teacher, the secretary will call the student or teacher to the office at a class break. Visitors to the school at lunch hour or after school should see the principal who will seek to assist them in the transaction of their business at the school.
- 2.3. The principal must first approve all guests whom teachers invite to their classrooms and the form for *Guest Speaker Invited to the Classroom* must be completed.
- 2.4. The School Act, Section 177 Subsection 1-4, prohibits the disturbance of the proceedings of a school. It also prohibits the loitering or trespassing of anyone in the school buildings or on the school grounds. If a person disturbs the school proceedings or loiters on school property, they will be warned. If a warning is not sufficient the police will be called, and the person will be escorted away from the building and grounds. If the person returns, charges may be laid.
- 2.5. Parents, guardians, and students eighteen years or older (or sixteen if living independently) shall have the right to access their own student records. Originals may be viewed on site, but only photocopies will be permitted to leave the school. Both parents are considered to have custody unless a written agreement or court order indicates otherwise. Non-custodial parents shall have no access to a student or the student's records except by prior consent of the custodial parent or by court order. Non-custodial parents may have access to general school information and newsletters which are available to the public.
- 2.6. Permission to view student records, share pertinent educational information, or have a classroom visit from professional personnel outside the school, will be granted only upon written approval by the parent/guardian.
- 2.7. A student who requests that a friend be permitted to attend classes must submit his or her request three days in advance. A note must also accompany the request from the parent who will be assuming responsibility for the visitor to the

school. The decision to allow the visitor will be made by the principal in consultation with the classroom teacher. Unless there are exceptional circumstances, no child shall visit the school for longer than one day. All children who visit the school must submit to all school regulations that govern the conduct of all registered students.

- 2.8. For volunteers to enter the school to assist in a class, they must undergo a criminal record check prior to volunteering. Volunteers are also required to familiarize themselves with the school's Code of Conduct and Child Protection Policy.
- 2.9. Guest speakers representing organizations that mandate a criminal record check for their members are exempt from providing one.
- 2.10. Volunteers will receive clear guidelines regarding the handling and sharing of confidential documents to uphold the privacy rights of students and families.
- 2.11. Photographs can only be used if specific approval is granted for each child, ensuring that families have signed the necessary waiver permitting their child's photograph. Posting of any photographs requires explicit consent from the principal.