

<b>Kettle and Stony Point First Nation EDUCATION POLICIES</b>	NO 200 - 12
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SUBJECT:  <b>Access to School</b>	EFFECTIVE DATE:
	APPROVAL DATE: Motion: 14 Year/Month: 2011/08

## **POLICY**

It is the policy of Kettle and Stony Point First Nation Education Committee to allow the public access to Hillside School 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.

## **Regulations:**

1. This policy is 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 KSPFN Education Committee:
    - a) Pupils enrolled in school;
    - b) Parents or guardians of such pupils;
    - c) Persons employed or retained by the KSPFN Education Committee;
    - d) Persons on school property for lawful purposes (e.g. delivery of goods and services, 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/ Program Manager to do so.

2.3 The following persons are prohibited access to school property:

- a) Anyone whose presence, in the Principal's or designate's 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 Hillside School (see Appendix A – Strategies for Dealing with Unauthorized Visitors to Schools);
- c) Students under suspension or expulsion, except with the authorization of the Hillside Principal.

3. Hillside School 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.

**Strategies for dealing with unauthorized visitors to Hillside School**

- 1) Prevent confrontation and obtain maximum cooperation.
- 2) Introduce yourself. Be courteous, calm and assured.
- 3) Ask the person to identify him/herself and state his/her 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 – 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) Get a good description of the person, and note the time of the incident.
- 10) If a student under suspension come on to school property, investigate and issue a second suspension.
- 11) If a trespasser is not a student of the school, issue a trespass letter.
- 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.