

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Access to School			
Procedure Type:	School Operations	Implementation Date:	NOV 20, 2010
Procedure Number:	4.10	Last Approval Date:	MAR 17, 2025
AP Owner:	Superintendents of Learning	Last Reviewed:	MAR 17, 2025
Legal Reference(s):	<i>The Education Act, 1995, s 150, 175, and 367</i>		

Background

Public schools are the property of the board of education and, as such, are not open public spaces. Principals are expected to use discretion in allowing individuals access to schools, classrooms, and school grounds to facilitate learning spaces that are safe and caring for the learning community.

Scope

This procedure applies to all schools, including school grounds within the Living Sky School Division (LSKYSD).

Definitions

Visitors are any person visiting a school. Examples may include parents, members of the public, employees of other organizations, spectators to extra-curricular activities (including students who are not participating in the activity), staff based at other LSKYSD buildings, or students enrolled in other schools. This list is not exclusionary but serves to provide examples.

- Students enrolled in the school who are spectators, for example, shall be considered both students *and* visitors.

Roles & Responsibilities

The principal ensures that student safety and educational integrity are preserved by determining access to schools by various individuals or groups.

Visitors will follow school rules and take direction from any staff, including requests to leave the school.

Procedures

1. General

- a. Schools and their grounds are not open public spaces. All visitors to a school are expected to make their presence known to the principal or designate. Signage to this effect will be posted at the main entrance to the school.
- b. The principal or designate determines right of access to the school and school grounds.
- c. If a visitor refuses to comply with the direction of the principal or designate, the visitor shall be treated as a trespasser and necessary safety protocols will be enacted.
- d. Any person who will be working in the school or on school grounds will be required to wear a division-supplied badge that indicates the person is either staff or a visitor.

2. Central Services Staff

- a. Whenever possible, school visits should be arranged with the principal or designate prior to date of visit.



- b. Central services staff shall report to main office of school prior to engaging in required work
- c. Division supplied name tags must be worn by central services staff when working in the school or on school grounds.

3. Sales Promotions

- a. The principal or designate shall decline access to the school individuals whose purpose is the promotion of sales of insurance, trips, supplies, or other articles or materials, unless authorized by the director of education or designate to permit
- b. Unless approved by the director or designate, and in keeping with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*, access to school and student data should never be provided for promotional, commercial, or political purposes.

4. Community and Student Promotions

- a. The principal may authorize sales and promotions, coordinated and conducted by students, relating to the funding of school and community activities, and which are consistent with the values and guiding principals of the school division.

5. Political Organizations and Processes

- a. No individual or group seeking to exclusively promote the philosophy, platform or policies of one political party over those of another shall have access to the school.
- b. To foster the democratic process, help bring understanding of democracy and to further the concept of citizenship education, school administration may grant access to representatives of political parties during recognized election campaign periods or at times of significant local, provincial or national debate.
- c. When requested, the director or designate may make provision for schools to be used to help conduct local, provincial or federal government elections.

6. Relationships with Various Faiths and Religions

- a. The division recognizes that our society contains numerous different faiths, religions, religious and spiritual philosophies and sets of spiritual beliefs. As a public education system, the division and its employees will consistently strive to honour and respect this diversity, but will favour no one faith perspective over another.

7. Outside Agencies

- a. Schools can be seen as practical places for provincial agencies, such as Child and Family Services, Health (Addictions and Mental Health), to connect with and support students and families. In consultation with the learning superintendent, schools are supported to provide access for these purposes in ways that are least disruptive to student learning and to the work of the school.
- b. Police agencies shall not be provided direct access to students for routine investigative work that is not related to school and student safety and/or child protection, and that could take place outside of the school day.
- c. Schools should not provide privately contracted health providers, educators (tutors) or researchers access to students, classrooms or school property without permission from the learning superintendent.

8. Guest Speakers, Performances and Spokespersons



- a. There is great value to the learning community in bringing guest speakers, performances and spokespersons to schools. Personal experience alone does not necessarily make a guest speaker, a performance or spokesperson an authority or qualify them to speak in schools on complex and sensitive issues related to mental health, wellness, diversity, etc.
- b. School administration must take steps to ensure that guest speakers, performances and spokespersons appropriately contribute to curricular learning in safe, caring and appropriate ways.
- c. School administration must consider the whole learning community in planning for guest speakers, performances and/or spokespersons and plan accordingly.
- d. School administration must take steps to ensure that guest speakers, performances and spokespersons appropriately contribute to curricular learning in safe, caring and appropriate ways. Care should be taken to follow Ministry specifications that only government agencies can serve as third party presenters for sexual health outcomes.

9. Volunteers

- a. The principal may approve volunteers, based on school division procedure 5.05 Volunteers.

Related

4.40A Informed Consent Form - Student

5.05 Volunteers

6.04 Religious Education

6.17 Hutterite Schools

Safe Schools Handbook (*internal*)