



SECTION 1000: STUDENTS AND SCHOOLS

POLICY 1040: ACCESS TO SCHOOLS BY OUTSIDE AGENCIES

- *Date Adopted: June 12, 2013*
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POLICY STATEMENT

The Board recognizes that a variety of outside agencies and services are available and often work in partnership with the school district to both help and enhance the delivery of personal, social and health education.

LEGISLATION

- *School Act, Section 11*
- *Coast Mountains School District Appeal Bylaw (Policy 5080)*

POLICY

The Board and the Ministry of Education encourages community partnerships and relationships which often form part of a larger network of community services for students and staff.

Generally access to schools will be at the discretion of the principal in accordance with these regulations. If there are extenuating circumstances or circumstances not covered by these guidelines the principal should seek the advice of the Superintendent of Schools or designate.

REGULATIONS FOR ORGANIZATIONS PROVIDING PROGRAMS AND SERVICES

1. Where community services and/or programs are deemed to be of significant advantage to students, they will be governed by the following regulations or by specific approval of the Board:
 - a. The input of the organization forms part of a planned program of education and/or support:
 - i. the session meets the identified needs of the school and students
 - ii. it is based on evidence of good practice



REGULATIONS FOR ORGANIZATIONS PROVIDING PROGRAMS AND SERVICES *(cont'd)*

- iii. it will make a positive contribution to students' learning
- iv. the session complements, and does not substitute or replace, a teacher-led session.
- b. The aims and values of the organization are consistent with the policies and regulations of district and are consistent with the aims of the education program:
 - i. the organization promotes equal opportunities and respects cultural diversity
 - ii. the organization has clear policies and procedures for working in schools
 - iii. the organization has a system for planning, delivering and reviewing its work in schools
 - iv. the organization employs/uses appropriately trained individuals
 - v. the Board's policies and procedures are followed at all times
 - vi. Criminal Record Checks are required
 - vii. confidentiality is maintained
 - viii. the representative is an appropriate individual to deliver the session and is able to communicate with children and young people when undertaking direct work.
- c. Aims and objectives of the program and session have been shared and recorded, including:
 - i. how the program fits into wider district and school programs and services
 - ii. what has taken place with the students prior to the session and what will follow
 - iii. which materials and resources to be distributed and/or used
 - iv. roles, responsibilities and boundaries.
- d. The school and the representative will make prior arrangements, including:
 - i. what equipment is required/available
 - ii. where to report and who to report to
 - iii. contingency plan in the event of sickness or unforeseen circumstances
 - iv. assurance that the accommodation for the session is fit for the purpose.



REGULATIONS FOR ORGANIZATIONS PROVIDING PROGRAMS AND SERVICES *(cont'd)*

- e. For classroom sessions, the teacher will be responsible for the session and remain present at all times, unless previously planned.
- f. The school and the organization will monitor and evaluate the work undertaken.

REGULATIONS FOR CHARITIES AND NON-PROFIT ENTERPRISES

- 2. Charities traditionally supported by the school will continue to have access with the approval of the principal.
- 3. Non-profit groups providing services or activities to students are permitted to distribute information to the schools with the approval of the principal.

REGULATIONS FOR COMMERCIAL AND PROFIT MAKING ENTERPRISES

- 4. Commercial agencies that historically have provided services that benefit the students and the school (e.g., school photographs, student insurance, milk, juice, food programs, school store items, uniforms and tee-shirts) may continue to do so at the discretion of the principal.
- 5. Commercial agencies that wish to establish a mutually satisfying partnership with a school should approach the principal. Upon request from the principal, with the support of the Parent Advisory Council (PAC), the Superintendent of Schools may approve such new commercial relationships, partnerships, and/or joint ventures for periods of time not exceeding one school or calendar year. The Board will be apprised of all new commercial relationships, partnerships, and/or joint ventures.
- 6. Commercial agencies that wish to establish a mutually satisfying partnership with the school district should approach the Superintendent of Schools. Upon request from the Superintendent of Schools, with the support of District Parent Advisory Council (DPAC), the Board may approve such new commercial relationships, partnerships, and/or joint ventures.

REGULATIONS FOR MEDIA AND FILM COMPANIES

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



REGULATIONS FOR RELIGIOUS OR PARTISAN ORGANIZATIONS

8. Individuals representing religious or partisan organizations will be granted access to schools in order to support the instruction or provide background information to meet Ministry approved learning outcomes. Permission of the principal is required prior to the individual accessing the class upon request of the teacher.

APPEALS

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