


## Administrative Procedures

 <b>AP 412 – Access to Schools</b>	<b>References:</b> SHSAA Policies and Procedures SHSAA E14 form – Declaration of Non-Faculty Coach	<b>Tracking:</b> Dec 2016 May 2021 – revised May 2023 - revised
	<b>Related:</b> AP 515 – Criminal Records Check	<b>Status:</b> Approved-051821 Approved-053023

### ACCESS TO SCHOOLS

The Board of Education requires principals to exercise discretion in allowing individuals access to schools, classrooms, and school grounds.

#### PROCEDURES

1. **Access**
  - a. Schools equipped with video/intercom entrance systems are expected to have all exterior doors locked during instructional hours and systems activated.
2. **Visitors**
  - a. All visitors to a school are expected to make their presence known to the school principal or designate.
  - b. The principal shall ensure that a sign to this effect is posted near the main entrance(s).
  - c. The principal determines right of access to the school.
3. **Sales Promotions**
  - a. No person is to be allowed access to the school (beyond the staffroom) 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.
4. **Community and Student Promotions**
  - a. The principal may authorize promotions relating to student and community activities.
5. **Volunteers**
  - a. Volunteers are to be approved by the principal after consultation with the teaching staff.
  - b. Volunteers are to work under the direct supervision of a teacher or principal.
  - c. Volunteers are not to have access to confidential records or student progress reports.
  - d. Volunteers involved in any activities involving direct, unsupervised contact with students are to be required to submit to a police criminal record check as noted in [Administrative Policy 515 – Criminal Records Check](#).
  - e. Non-faculty coaches will require a Criminal Records Check in accordance with SHSAA policies and procedures and authorization of an SHSAA E14 form.

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