

Administrative Procedure 157

AUTHORIZED PERSONNEL AND VISITORS

Background

The School Act provides for the maintenance of order in a school or at an official school function. As part of its duty to ensure a safe, secure environment for students, the District requires principals to exercise discretion in granting access to schools, instructional areas and school grounds.

Authorized employees of the District may require persons to remove themselves from the school or school property.

Procedures

1. Persons authorized to be on school premises include:
 - 1.1 District employees, trustees and persons on District business;
 - 1.2 Students regularly enrolled at the school (i.e.; students who are not currently under suspension or expulsion from the school or District);
 - 1.3 Students and staff from other schools who are participating in school sponsored or sanctioned activities;
 - 1.4 Students, parents/guardians and members of the public who are observing or participating in school sponsored or sanctioned activities or events that are open to the public, including after-hours community use of facilities and grounds;
 - 1.5 Law enforcement officers in exercise of their duties;
 - 1.6 All persons with legitimate business at the school who proceed directly to the school's main office and secure permission from the Principal or designate to remain on the premises.
2. Where a District employee has cause to believe that a person is on District property without authorization, the following procedure is to be followed:
 - 2.1 The employee shall indicate his/her name and determine the status of the individual by:
 - 2.1.1 Requesting identification;
 - 2.1.2 Requesting the nature of the individual's visit.
 - 2.1.3 Ensuring that the individual checked in at the school office.
3. Where the individual refuses to answer any one of 2.1.1, 2.1.2, or 2.1.3 or the individual's status is doubtful, the employee shall request that the subject accompany the employee to the school office.

4. Where the individual complies with the request to report to the office, the individual is to be referred to the Principal or designate.
5. The Principal or designate shall:
 - 5.1 Determine the status of the individual.
 - 5.2 Gather information.
 - 5.3 Issue the following warning:

"Pursuant to Section 177 of the School Act you (Intruder Name) are hereby directed to immediately leave the lands and premises at this school and you are not to enter upon these lands and premises again before (date required - last day of school). Failure to comply with this order constitutes an offence under the School Act."
 - 5.4 Complete the Intruder Data Sheet (Form 157-1), and
 - 5.4.1 File in the office.
 - 5.4.2 Make available to Delta Police as appropriate.
 - 5.5 Determine whether to issue the formal warning letter (Form 157-2).
6. If the individual fails to comply with the request to report to the office, the employee shall refer the matter to the Principal or designate, who shall contact the police.
7. If the individual fails to comply as a result of the Standard Warning and a second intrusion occurs, the Principal or designate shall:
 - 7.1 Register a complaint with the Delta Police;
 - 7.2 Complete a second Intruder Data Sheet (Form 157-1);
 - 7.3 Proceed with charges where the subject's identification is established.
8. Where the individual's intrusion involves a violent or threatening act, the Principal or designate shall immediately contact the Delta Police.

Reference: Sections 8, 17, 20, 22, 65, 85, 177 School Act