

AP 301

Access to Students

Background

No organization or person shall have access to any students in the Abbotsford School District without the expressed permission of the Superintendent or designate. This includes physical access, electronic access (e.g. telephone, DVD, livestream, internet) or printed access (e.g. brochures, surveys). The school principal is responsible for the conduct of presenter(s), the content of all presentations.

Procedures

An application must be made to the Superintendent's office and if approved, the Superintendent or designate will communicate to school principals that an organization or person has permission to contact them to arrange for any approved presentation(s) and/or distribution of approved information or materials. Speakers who address the whole school must be approved by the Superintendent. Applications must be submitted in advance to the Superintendent's office.

1. Access to Students and/or School Property

- 1.1 Visitors

All visitors including parents/guardians/caregivers must:

- Report to the office and sign in.
- Obtain and display a visitor badge/pass while at the school.
- Return visitor badge/pass and sign out before leaving.

The following exceptions will apply:

- Persons picking up or dropping off students at regular school start/dismissal times.
- Attendees at a school-hosted or school-sponsored event (e.g. sports event, school play, etc.).

- 1.2 External person(s) or Organizations

The approval of the Superintendent must be obtained before any presentation, program, club, or activity sponsored by an external person(s) or organization may be included in the activity schedule of any school. Approval for distribution of materials or information for any external person(s) organization must be pre-approved by the Superintendent or designate (see #3.)

- 1.3 Presenter(s)

A teacher who wishes to have a guest presenter(s) address her class shall obtain written approval from the principal, and [a Guest Presenter Agreement](#) must be completed and filed in the school office. A teacher must be in the classroom during the guest's presentation, and the presentation subject matter must be age-appropriate and connected to the subject's prescribed

learning outcomes. A principal who wishes to have a presenter(s) address the whole school must have approval by the Superintendent. The principal must ensure that the “Guest Presenter Agreement” is completed prior to the speaker being scheduled.

Reference [AP 301-1 Guest Presenter Agreement](#)

1.4 Media

The media will not be permitted to interview, photograph or film on school premises or grounds without the express permission of the Superintendent or designate. If either is unavailable, a school principal has the discretion to allow such access in the case of a school planned event of a public nature (e.g. sporting event, school assembly, drama presentation). In the event access is permitted to a non-public event (e.g. in class) parental consent must first be obtained.

Reference [AP 324 – Student Photograph/Video and Media Consent](#)

1.5 District Staff and Contractors

All District Staff and Contractors must:

- Report to the office and sign in.
- Identify the area in the school where they will be working.
- Provide an estimate of the duration of the work.
- Obtain and display a visitor badge/pass while at the school, unless they have and display an Abbotsford School District employee photo identification badge
- Ensure all safety precautions are adhered to.
- Return visitor badge/pass and sign out before learning.

2. Distribution of Information or Materials Requiring Parent/Guardian Consent

2.1 The Superintendent, at his/her discretion, may direct the principal to obtain signed parent/guardian consent forms prior to access to students and/or the distribution of information or materials. In those cases, the following guidelines will apply:

The approved organization or person is responsible for providing to the principal sufficient quantities of consent forms, information or materials, but shall not distribute the consent forms, information or materials directly to students.

2.2 All students will be given a consent form to take home for parent/guardian written consent.

The principal shall be responsible for the distribution of consent forms, information or materials to the students.

2.2.1 All signed consent forms for access and/or distribution of information or materials will be retained at the school office for a full year.

2.2.2 Upon written consent by a parent or legal guardian, a student will receive the information or materials.

3. Distribution of General Information Items in Schools

3.1 All requests for distribution of items to schools must be submitted in advance to permit review by, and approval of, the Superintendent or designate (generally the Manager of Communications)

- 3.2 No materials will be accepted for distribution to students and families from businesses or for-profit enterprises.
- 3.3 Once reviewed and approved, materials/information will be distributed to appropriate audiences, on a schedule to be determined by the school district.
- 3.4 All materials for distribution must comply with Canada's Anti-Spam Law.

Appendix [AP 301-1 Guest Presenter Agreement](#)

Reference [AP 211 – Health \(Human Sexuality\)](#)

[AP 305 – Surveys of Students](#)

[AP 515 – Commercial Advertising and Solicitation of Funds](#)

AP 301-1 Guest Presenter Agreement

Presenter Name _____ Occupation (if applicable) _____

Address _____

Phone _____ Fax _____

Email _____

Presenter's Subject Matter: _____

School District/School Contact: _____

- ◆ I understand that I am presenting to a captive student audience and I agree to uphold the policy(ies) and standards as set out by the Board of Education of the Abbotsford School District.
- ◆ In the case of personal development (human sexuality) subject matters, all of my presentation(s) to students will emphasize abstinence as the only 100% effective way to prevent pregnancy and the spread of STDs and other emotional, social and physical consequences. I will consistently emphasize the serious consequences that go with choosing anything but abstinence.
- ◆ I will ensure the suitability and the age-appropriateness of the topic and presentation materials.
- ◆ I understand a teacher must be present in the classroom during my presentation.

Presenter Signature

Date

School Name

Location (if other than the school)

I have reviewed the content of the presentation to ensure that it is suitable and age-appropriate and is in compliance with School District No. 34 policies and I will be present in the classroom during the presentation.

Teacher Signature

Date

Approval granted for presenting in a classroom.

Principal Signature

Principal Name (please print)

This agreement will be filed in the school office and retained for one full year.

Approval granted for presenting to a school-wide group.

Superintendent Signature

Superintendent Name - Name (please print)

This agreement will be filed in the Superintendent's Office and retained for one full year.