



ADMINISTRATIVE POLICY No. 412

IMPLEMENTATION FALL 2006
UNLESS OTHERWISE DIRECTED

ACCESS TO SCHOOLS

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

PROCEDURES

1. Visitors

- a. All visitors to a school are expected to make their presence known to the school principal or designate.
- b. The principal determines right of access to the school.

2. Sales Promotions

- a. No person is to be allowed access to the school 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 or designate.

3. Community and Student Promotions

- a. The principal may authorize promotions relating to student and community activities.

4. 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 records check as noted in *Administrative Policy 501.7 – Criminal Records Check*.