

Administrative Procedure 148: Access to Students (Curricular and Extra-Curricular)

The Limestone District School Board recognizes that local community groups, business organizations, and individuals offer activities and information which are of social and educational value to students in our district. Those community groups, business organizations, and individuals that present activities that are aligned with the goals of public education, the mission and purpose of the Limestone District School Board as outlined in Policy 1, and the goals outlined in the Board's Strategic Plan, may be approved for potential access.

The Limestone District School Board and its schools are approached by many community groups, business organizations and individuals requesting approval to facilitate access to students for curricular or extra-curricular activities.

To facilitate the development of an equitable, effective and efficient process for access to students, the Board has developed this procedure. For the purposes of this procedure, curricular access will be defined as a request to access students during curriculum time to help support their learning of Ministry of Education curriculum expectations. Extra-curricular access will be defined as a request to access students during non-curriculum time (before/after school or at lunch).

1.0.0 RESPONSIBILITIES

- 1.1.0 It is the responsibility of Superintendents and Principals to implement this procedure.
- 1.2.0 To support principals, The LDSB will maintain an electronic list of community groups, business organizations, and individuals that have been approved centrally for access to students.
- 1.3.0 Community groups, business organizations, and individuals may request inclusion on this list by completing an application form and submitting it with their proposed presentation materials to the LDSB. See Appendix A (Application for curricular/extra-curricular access to students- this will developed upon finalization of this AP). After the request is approved or denied, the party that applied for access will be notified of the decision. Community groups, business organizations, and individuals must re-apply to remain on the list every three years.
- 1.4.0 The Board reserves the option to approve or deny approval for access to students for community groups, business organizations, and individuals seeking curricular or extra-curricular access to students. The Board also reserves the option to remove community groups, business organizations, and individuals from the list.
- 1.5.0 The principal may choose whether or not to invite community groups, business organizations, and individuals that have been pre-approved by the Board and appear on the LDSB electronic list.
- 1.6.0 The principal retains authority to approve and invite speakers or presenters who may not appear on the LDSB approved for access to students list, in accordance with the requirements of

Administrative Procedure 290: Presentations by Non-Teaching Resource Persons. This applies to access during curriculum time or non-curriculum time.

2.0.0 ACCEPTABLE ACCESS

- 2.1.0 Access to students during instructional time is restricted to those groups, associations, individuals, and organizations that have been approved by the principal to help support student learning of Ministry curriculum expectations.
- 2.2.0 Access to students during curriculum or non-curriculum time (before/after school or at lunch) will be restricted to those community groups, business organizations, and individuals that have been approved in advance by the principal and have been invited to provide information, activities, or programming that is of educational or social benefit to students, support curriculum or extra-curricular activities for students, and is aligned with goals of public education, the mission and purpose of the Limestone District School Board as outlined in Policy 1, and the goals outlined in the Board's Strategic Plan. Financial costs and other factors determined by the principal will influence whether a school invites a community group, business organization, or individual on the approved list to come to the school.
- 2.3.0 Any community groups, business organizations, or individuals granted access during curriculum or non-instructional time (before/after school or at lunch) shall not sell or advertize any products or future events that have a cost associated with them.
- 2.4.0 Access to students during non-instructional time (before/after school or at lunch) by community groups, business organizations, or individuals may require parental/guardian notification or permission prior to being granted access to students. This will be dependent on the context of the activity, nature of the presentation, potential costs to families, and the age of the students involved.
- 2.6.0 All community groups, business organizations, and individuals granted access to students must be respectful of all faiths, races and ethnic backgrounds, sexual orientations, genders, and people with special needs.
- 2.7.0 All community groups, business organizations, and individuals granted access must respect the Freedom of Information (FOI) and Protection of Privacy Act and the Education Act.
- 2.8.0 All community groups, business organizations, and individuals granted access to students must comply with requirements related to working with young people. For example, providing CPICs (Criminal background checks and vulnerable sector checks)
- 2.9.0 All community groups, business organizations, and individuals granted access at one school are not guaranteed access at any other school or a return visit to the initial school of contact.

Reference:

The Education Act – Regulation 298, Section 11.1b, Section 11.3o, and Section 24.1
Ministry of Education Memorandum 2006:B15
Board Policy No. 1 – District Mission and Vision
Administrative Procedure 115 – Community (and Board) Partnerships
Administrative Procedure 149 -- Distribution
Administrative Procedure 150 – Communications
Administrative Procedure 290 – Presentations by Non-Teaching Resource Persons
Administrative Procedure 516 – Advertising Procedures
Administrative Procedure 550 – Community Use of Schools Procedures