



## Shawanaga Kinomaugewgamik Elementary School

### Shawanaga First Nation Education Department

2 Church Street RR1 Nobel ON P0G1G0

705-366-2029

#### VISITOR POLICY & GUIDELINES

#### **Safe Schools: Access to School Premises**

Effective Date: September 2019

Responsibility: Administrator/Lead Teacher

#### **RATIONALE**

The Shawanaga First Nation Education Department believes strongly in community involvement in our school. In the process of involving community members, parents, guardians, and special guests, school staff members provide access to the premises for many individuals who fulfill a variety of roles. Our school is a community institution and should be open to visits from parents and other interested parties to the extent that visits do not compromise student or staff safety and do not disrupt the education process or school's operation.

School Staff assure all visitors a warm, friendly and professional welcome to our school, whatever the purpose of their visit. The School has a legal duty of care for the health, safety, security and well-being of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of all staff to ensure that this duty is uncompromised at all times.

#### **POLICY RESPONSIBILITY**

The Administrator/Lead Teacher are the members of staff responsible for implementation, coordination and review of this policy. They will also be responsible for liaising with the Band Manager, and Chief & Council as appropriate. All breaches of this procedure will be reported to the Band Manager.

#### **AIM**

To safeguard all children under this school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Shawanaga Kinomaugewgamik can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

#### **OBJECTIVES**

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors, and parents/guardians and conforms to child protection and safeguarding guidelines.

It is the duty of the Administrator/Lead Teacher to ensure that all members of the KINOMAUGEWGAMIK ELEMENTARY SCHOOL community are treated with respect and dignity. They will promote responsible social engagement and relationships by encouraging appropriate participation in the life of the school community. They will maintain an environment where conflict and differences can be addressed in a manner characterized by the Seven Grandfather Teachings (code of conduct). They will encourage the use of non-violent means to resolve conflict and promote the safety of people in the schools. They will also ensure that all visitors respect the teachings, traditions and principles of the Anishinaabek.

### **WHERE & TO WHOM THE POLICY APPLIES**

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organized (and supervised) off-site activities.

Persons who are permitted on school premises include:

1. students enrolled in the school,
2. parents/guardians of students enrolled in the school,
3. persons employed or retained by Shawanaga First Nation (eg. paraprofessionals, volunteers, maintenance),
4. persons engaged in lawful purposes (eg. deliveries, installations, repairs),
5. persons invited by the Administrator/Lead Teacher or other staff member for a purpose or event (eg. guest speakers).

### **VISITORS**

Parents and guardians should be given wide latitude regarding access to the school for the purposes of meeting with their child's teacher or other school staff, or observing their child's class. Parents and guardians of prospective students should also be given a reasonable opportunity to visit the school and to observe proposed classes upon request. However, a parent or guardian's presence in the school must never cause a disruption to the function of the school or the instructional program of any student or in any way compromise the safety or security of the school, students, or staff.

Relatives or caretakers who are not the child's guardian will be allowed to visit the school if they are accompanied by a parent or guardian or if they have received permission in advance from the child's parent or guardian and the Administrator/Lead Teacher. If a relative or caretaker appears on the emergency contact list for a student, the relative or caretaker should be allowed access to the school to drop the student off or pick the student up.

In the event that a court order, decree, or agreement describes the rights of parents, guardians and/or other relatives with respect to a child, the access that the school may provide to the child must be consistent with that order, decree, or agreement. That court order, decree, or

agreement should be provided by the parent to the school as soon as reasonably possible. Applicable court orders, decrees, or agreements supersede all other provisions of this directive.

To ensure the safety and security of our students and staff and the orderly operation of Shawanaga Kinomaugewgamik, all visitors to our school during the school day are required to follow the visitor procedures. Please take time to review the visitation procedures.

### **STANDARDS OF BEHAVIOUR: RESPECT, CIVILITY, and RESPONSIBLE CITIZENSHIP**

All members of the SHAWANAGA KINOMAUGEWGAMIK ELEMENTARY SCHOOL community must:

1. Respect and comply with all applicable federal, provincial, Shawanaga First Nation, and municipal laws.
2. Demonstrate honesty and integrity.
3. Respect differences in people, their ideas, and their opinions.
4. Treat one another with dignity and respect at all times and especially when there is disagreement.
5. Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability.
6. Respect the rights of others.
7. Show proper care and regard for school property and the property of others.
8. Take appropriate measures to help those in need.
9. Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.
10. Respect all members of the school community, especially persons in positions of authority.
11. Respect the need of others to work in an environment that is conducive to learning and teaching.
12. Use appropriate and respectful language with teachers and all members of the school community.

### **POLICY/PROCEDURES**

1. If a parent or guardian is planning to visit a classroom or other area of the school building during the school day, they should call the school administrative office and pre-register for an appointment prior to the date of the visit. Requests to meet with a classroom teacher or the Lead Teacher should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for substitute coverage, as necessary.

2. The main entrance of the school building shall be used for all exits and entries to the school, except in cases of fire or emergency. Any person found violating this rule will be immediately reported to the Administrator/Lead Teacher.
3. Upon arrival at the school building, all visitors must enter the office to state their intent or reason for visiting before proceeding to any other part of the building.
4. Parent/guardians will be accompanied by the Administrator/Lead Teacher to the appropriate area of the building if needed.
5. Upon conclusion of the visit, the visitor must return to the Administrative office and notify the Administrator/Lead Teacher that they are leaving.
6. Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative, aggressive, or disruptive behavior will be required to leave the premises.
7. All items dropped off for students will be left in the office and be delivered to the classroom by the Administrator/Lead Teacher.
8. In the event of wanting to speak with a student while class is in session, the Administrator/Lead Teacher will have the student proceed to the office.

#### **EXCLUSION**

The Administrator/Lead Teacher reserve the right to deny an individual entry to the school building, when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

All staff members shall relay concerns regarding the presence or conduct of visitors to the Administrator/Lead Teacher immediately so that further appropriate action may be taken.