



## **ADMINISTRATIVE PROCEDURES MEMORANDUM**

**APC011**

### **Access to Students in Crisis**

**DATE OF ISSUE:** July 27, 1999  
*Revised:* September 2002

**MEMO TO:** All Staff

**FROM:** Director of Education

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#### **PURPOSE**

Some of our students live in situations where the relations between the parents or other adults in the house become physically, emotionally or sexually abusive. In these situations, the mother sometimes chooses to remove herself and the children from the home and relocate temporarily to a women's shelter/agency. The school-aged children should normally continue to attend school, either the school in the neighbourhood of the shelter, the school in the neighbourhood of the family home. However, during this emergency period, the safety of the students is linked to an increased degree of confidentiality, as outlined and directed below.

#### **REFERENCES**

- *Sharing Our Journey*
- Administrative Procedure: **Access to Pupils**
- Administrative Procedure: **Visitors to Schools and Access to School Premises**
- Administrative Procedure: **Access to Pupil Information**
- Administrative Procedures: **Visitors to Schools and Confidentiality**
- Administrative Procedures: **Out-of-Boundary Students**

#### **COMMENTS AND GUIDELINES**

1. Clauses and portions of the above procedures, which give people other than the mother access to these students-in-crisis, are temporarily set aside. The temporary period will last as long as the mother and students continue to reside at the shelter/crisis agency. During the temporary period, the only visitor to the school with access to the student(s) is the mother, or her designate.
2. The attached protocols will serve as if they were part of this memo. They were developed collaboratively by the women's shelters, the Waterloo Region District School Board and the Waterloo Catholic District School Board.
3. If a principal needs to provide special transportation between the women's shelter and the home school, then the principal should contact the transportation department who will facilitate transportation to and from the shelter.

#### **Review Process**

This Administrative Procedures Memorandum will be reviewed every three years.