



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

ACCESS TO SCHOOL PREMISES (Policy Statement: Caring and Safe Catholic Schools)

Purpose

The Board encourages and welcomes parental and community involvement in schools and school programs. It is expected that all involvement will be in a manner that respects our Board's Mission Statement, our beliefs and our Safe School Policy. These procedures are designed to ensure that staff, students, parents/guardians and visitors are safe and welcome on Algonquin and Lakeshore Catholic District School Board School and Board premises.

References

Education Act
Ontario Regulation 474/00. Access to School Premises
Trespass to Property Act. R.S.O 1990

Procedures

1.0 Definitions

- 1.1 School/Board premises includes the school Board buildings and all adjacent Board property which is attached to the school or Board building, including playgrounds, parking lots, garden areas and bus bays, as well as school buses when being used to transport students on a school-authorized activity.
- 1.2 Trespassing carries the definition used in the *Trespass to Property Act, 1990*.
- 1.3 The following persons will be empowered to act as "authorized persons" or occupiers at the schools to which they are assigned for the purposes of enforcing the *Trespass to Property Act, 1990*, of the Province of Ontario:
 - a) Supervisory Officers
 - b) Principals
 - c) Vice-Principals
 - d) Program Administrators
 - e) Teachers

- f) Plant Supervisors
- g) Custodians
- h) Any person in authority, in the circumstances.

2.0 Procedures

- 2.1 The procedure on Access to School Premises during the school day and for school-authorized activities shall be in accordance with Education Act sections 212 and 265(m), the Safe Schools Act section 305 and Ontario Regulation 474/00.
- 2.2 The principal, in conjunction with the support of his/her school staff, is responsible to ensure the implementation and management of this procedure at the school level.
- 2.3 Access to school premises during non-school hours shall be governed by the appropriate provisions of the procedures and the Policy on Community Use of Schools.
- 2.4 The Board recognizes that the following persons are permitted to be on school premises:
 - a) a person enrolled as a pupil in the school;
 - b) a parent or guardian of such a pupil;
 - c) a person employed or retained by the Board who is on the premises for performing the duties assigned by the Board;
 - d) a person who is generally invited by a staff member to attend an event on school/Board premises, for the purposes of that event;
 - e) a person whose presence is authorized by the principal or designate;
 - f) a person who is otherwise on the premises for a lawful purpose, such as a person registered for a continuing education program, a person attending an event for which the premises have been contracted, a person making a lawful delivery, a person attending a school meeting, a person making a legitimate enquiry of the school, or a person using school grounds in a manner for which they were intended, for that purpose only; and
 - g) a member of the Board, a member of the Assembly (MPP) in whose constituency the school is located or a member of the clergy in the area where the member has pastoral charge.
- 2.5
 - a) Persons authorized to be on school premises are not entitled to have access to all areas of the school premises.
 - b) Any person entering the school premises as the first order of business, must identify him/herself at the main administration office and sign the school visitor log and attaching the visitor's badge issued by the office staff to a conspicuous, appropriate location on his/her outermost clothing.
- 2.6
 - a) The Board has the right to lock the school premises when the premises are not being used for a purpose authorized by the Board.
 - b) The Board instructs the principal of each school to limit open points of access to only those doors required to provide for the comfort and safety of pupils, staff and visitors and the authorized business of the school. All other doors must remain locked to access from outside the buildings.

- 2.7 An authorized person, as identified under 2.4 [a) to g)], is not allowed to remain on or return to the school premises if in the judgment of the principal or designate, his/her presence is considered detrimental to the safety or well-being of any person on the premises.
- 2.8 The principal, vice-principal or designate shall exercise the rights of the Board as an occupier under the provision of the Trespass to Property Act, the Education Act, section 265(m), the Safe Schools Act, section 305 (4 and 5) and Ontario Regulation 474/00, section 3 with respect to an individual determined to be in non-compliance with provision of this procedure.
- 2.9 Each school shall maintain a list of individuals who may have restricted access to school premises as a result of a court order. This list is to be maintained in the school office and to be made accessible to all staff.
- 2.10 Each school shall maintain a list of those who have been denied access through an Exclusion Letter (Appendix 1). This list is to be maintained in the school office and to be made accessible to all staff.
- 2.11 All Board buildings shall use and clearly display appropriate indoor signage (Appendix 2 & 3). The signage shall be posted at all entrances, on the right-hand exterior doors, on the left-hand side, where possible.
- 2.12 All Board buildings shall have one large outdoor sign, located at the main entrance to school property (Appendix 4).
- 2.13 The Exclusion Letter shall be used in all schools. Refer to Appendix 1. This letter must be delivered to those intended through registered mail with a copy to the appropriate School Superintendent and to the appropriate Police Department.

Appendices

- Appendix 1: Exclusion Letter
- Appendix 2: Elementary Inside Signage
- Appendix 3: Secondary Inside Signage
- Appendix 4: Outside Signage – Elementary and Secondary

Forms

Approved: October 25, 2011