



SECTION:	Student Management and Welfare	APPROVAL DATE:
SUBSECTION:	Student Welfare	March 1, 2004
POLICY NAME:	Access to School Premises	LAST REVISED:
POLICY NUMBER:	R.SMW.G.9	March 1, 2004

1. In compliance with Regulation 474/00, the following persons are permitted to be on school premises.
 - a) A person registered as a pupil
 - b) A parent or guardian of such a pupil (this may include persons who act as temporary guardians of pupils as specified by the parent or guardian to the principal)
 - c) A person employed or retained by the Board
 - d) A person who is on the premises for a lawful purpose (eg. Delivering mail, voting) but only while and in connection with the discharge of their respective duties.
 - e) A person who is invited onto school premises for a particular purpose by the principal, a vice-principal or another person authorized by the principal provided the person is on the premise for that purpose. This may include volunteers.
2. In addition, the Board recognizes that there are other persons who have a statutory right to visit a school under the Education Act:
 - a) Trustees of the Board
 - b) A member of the Provincial Legislative for the school in his /her constituency
 - c) A member of the clergy who has pastoral charge of the area in which the school is situated.
3. Others that are permitted to visit school premises include:
 - a) Persons invited by the Director, supervisory officer, principal, a teacher to make instructional or other presentations to and for the benefit of the pupils or staff of the school. Presentations must be in accordance with the Expectations for Ontario Catholic School Graduate.
 - b) Persons authorized by legislation to conduct business on school premises. This may include but is not limited to police officers, agents of Children and Family Services, officials from Wellington Dufferin Health Unit. Established protocols regarding such visits must be adhered to.
 - c) Persons authorized to use the school facilities pursuant to Board Policy FD.E.5
It is understood that the presence of such persons does not interfere with the educational program of the school and that personal and property rights of others and the Board are respected.
4. REPORT TO THE OFFICE
Upon arrival at the school, during normal school hours, all visitors are required to report to the office, thus giving the principal the opportunity to meet and welcome them. Visitors will be requested to sign the Visitor's Book, stating name, address and reason for the visit unless the

principal has set aside this requirement for special celebrations and on entry and dismissal times when parents/ guardians/supervisors are arriving for the specific purpose of picking up/dropping off pupils in the school.

5. An authorized person is not permitted to remain on school premises if he or she fails to report their presence on the premises in the manner specified in this policy
6. Persons authorized to be on school premises are entitled access to areas of the school designated by the principal.
7. The Board retains the right to lock school premises when the premises are not being used for a purpose authorized by the principal.
8. An authorized person is not permitted to remain on school premises if in the judgment of the principal or designate, his or her presence is considered detrimental to the safety or well being of a person on the premises.
9. A supervisory officer of the Board and each person designated by the Director of Education, is authorized to make a determination as to whether the presence of a person on any school premises is detrimental to the safety or well being of a person on such school premises..
10. The principal or designate shall exercise the rights of the Board as an occupier under the provisions of the Trespass to Property Act, and the Education Act s. 265, s.305 and regulation 474/00 with respect to an individual determined to be in non-compliance with provisions of the policy.
11. Those whose presence on school premises is not permitted includes the presence of the following persons:
 - a) Individuals under the order of the court not to access school premises. This may include trespassers, non-custodial parents, or other offenders.
 - b) Those whose presence, in the judgment of the principal, would be detrimental to the safety or well being of the pupils or others who have a legitimate right to be in the school
 - c) Those demonstrating a lack of regard for the personal and property rights of others
 - d) Students who are suspended or expelled unless determined that the student is using the services of or taking a course or program designed to assist suspended or expelled students.
12. CONTRAVENTION TO ACCESS TO SCHOOL PREMISES
 - a) Where a first contravention to this Policy and Regulation occurs and if minor in nature, the principal shall investigate the circumstances of the contravention and remind the individual(s) involved of Board Policy and school expectations. This reminder may be followed up in writing.
 - b) For repeated incidents and/or where safety is involved, the following procedures shall be implemented as required or on an escalating basis:

GROUP	RESPONSE
Students	-Contact parents -Issue a suspension -Send a Letter of Trespass -Involve Police
Staff	-Inform superintendent -Issue possible reprimand in writing -Involve Police
Parents	-Issue Letter of Trespass -Involve Police
Volunteers	-Revoke volunteer status -Issue Letter of Trespass
Community Groups	-Recommend revoking use of facilities
Visitors	-Deny Access -Issue Letter of Trespass -Involve police

13. SAFETY PRACTICES

In order to ensure safety of all members of the school community, the Principal shall:

- a) Ensure that procedures are in place to identify volunteers and visitors to the school. e.g. the use of name tags or badges consistent with applicable Board policies.
- b) Ensure that where staff has access to the premises outside of regular school hours, that the appropriate Entry/Exit procedure complying with the School Security System and the Board's Key Policy be followed and that a Sign In/Out procedure is implemented.
- c) Ensure that all visitors to the school, including parents, report to the office. Visitors shall sign a Visitor's Book that is maintained in the office if they are there for a purpose other than dropping off, picking up students.
- d) Address other safety issues specific to their premise that would enhance the teaching/student environment.

14. ACCESS TO PUPILS

The right of a person to visit a school operated by the Board does not carry with it the right to visit with, or speak to a pupil in the school. Appropriate and established procedures must be followed.

15. ACCESS TO INFORMATION

The right of a person to visit a school operated by the Board does not carry with it the right to have access to information in the possession of the Board. Appropriate and established procedures must be followed.