



Windsor-Essex Catholic District School Board

Section: **Buildings/Plants/Grounds**

Policy: **Access to School Premises**

**B:06**

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## **POLICY**

1. The Windsor-Essex Catholic District School Board shall endeavour to provide a safe environment for students and staff by enforcing regulations governing access to school premises.
2. The Board shall permit 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;
  - d. A person who is otherwise on the premises for a lawful purpose (e.g. delivering mail, voting)
  - e. A person who is invited to attend an event, a class or a meeting on school premises provided the person is on the premises for that purpose;
  - f. A person who is invited onto school premises for a particular purpose by the principal, vice-principal or another person authorized by board policy provided the person is on the premises for that purpose.
3. No person shall enter or remain on school premises unless he or she is authorized by regulation to be there on that day or at that time.
4. No person shall enter or remain on school property from dusk to dawn unless he/she is authorized as deemed by the Board.
5. The Board shall require visitors to report to the office immediately upon entering the school premises and sign the Visitor's Book.
6. The Board shall lock the school premises when not in use for a purpose authorized by the Board.

## **REGULATIONS**

Safe Schools Act, 2000 Section 305 (1-5)

## **PROCEDURES**

1. Authority to be on school premises does not entitle a person to have access to all areas of the premises.
2. Despite being an authorized person on school premises (e.g. a parent or student), this person is not

allowed to remain on school premises, if in the judgment of the Principal, Vice-Principal or an authorized person, his/her presence is considered detrimental to the safety or well-being of a person on the premises.

3. The Principal/designate may direct a person to leave the school premises if the Principal/designate believes that the person is prohibited from being there (e.g. person walking pet on school property).
4. Every person who contravenes this legislation and policy is guilty of an offence and will be charged accordingly.
5. Principals shall ensure that appropriate signs are affixed to the exterior of the school.

Approved by the Board: June 26, 2001

Reviewed by the Board: June 2005

Related Policy: SC:07 Safe Schools  
SC:11 Trespassing  
SC:15 Code of Conduct

Related Board Committee:

Policy Review Date: 2010