



# Halton District School Board

HALTON DISTRICT SCHOOL BOARD

5000-10d

## POLICY STATEMENT

### ACCESS TO SCHOOL PREMISES

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#### **Statement of Intent**

This policy applies to all persons accessing school premises under the jurisdiction of the Halton District School Board. The Board is committed to providing a safe learning and working environment and preserving the integrity of the instructional day.

The Board endorses and promotes an access to school premises policy which is consistent with the values, traditions and distinctiveness of public schools.

The Board authorizes the school administrators and staff members to exercise rights as occupiers under the provisions of the Trespass to Property Act.

#### **POLICY STATEMENT**

The Halton District School Board recognizes that control of access to school premises under its jurisdiction shall be in accordance with the provisions of sections 212(1), 265(m) and 305 of the Education Act and Ontario Regulation 474/00.

#### **PROCEDURE:**

1. The Principal, in conjunction with the support of his or her school staff, is responsible to ensure the implementation and management of the policy at the school level.
2. Access to school premises during non-school hours shall be governed by the appropriate provisions of this policy and other related operational policies/procedures of the Halton District School Board.
3. The Board recognizes that the following persons are permitted to be on school premises, subject to any lawful restriction:
  - a. A person enrolled as a pupil in the school
  - b. A parent, guardian or person having daily care and control of a pupil under age 18 years
  - 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 by school official(s) to attend an event, a class or a meeting on school premises providing the person is on the premises for that purpose; and
  - 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 and complies with any restrictions on their attendance.



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4. Persons authorized to be on school premises are not entitled to have access to all areas of the school premises and may only access areas of the school as permitted by the Principal or his or her designate.
5. The Board has the right to lock the school premises when the premises are not being used for a purpose authorized by the Board.
6. An authorized person, identified in section 3 (a-f), is not permitted to remain on school premises if his or her presence is detrimental to the safety or well-being of a person on the premises, in the judgment of the Principal, Vice Principal, Principal designate or another person authorized by the Board to make such a determination.
7. All persons visiting the school must sign in at the school office and state the purpose of their visit to the school. A person is not permitted to remain on school premises if the person fails to sign in as required.
8. The Principal, Vice Principal or designate shall exercise the rights of the Board as an occupier under the provisions of the Trespass to Property Act, sections 212(1), 265(m) and 305 of the Education Act, and Ontario Regulation 474/00 with respect to an individual determined to be in non-compliance with provisions of this policy.
9. Failure of an individual or individuals to comply with this policy, subsequent to receiving a verbal or written warning by a school official, may result in charges under the Trespass to Property Act or the Access to School Premises Regulation 474/00. Conviction of an offence may result in a fine of up to \$5000.00.



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