



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **POLICY – 604**

### **Access to Board Premises**

Area: Operations  
Source: Superintendent of Facilities Services

Approved: October 22, 2001 (604); January 5, 1998 (403)  
Revised: May 12, 2014; October 3, 2016 (604); October 26, 2009; November 9, 2015 (403)

#### **1. Introduction**

The Durham Catholic District School Board (DCDSB) recognizes that access to school premises is an important component that supports the home, school and parish partnership that exists in all of our elementary and secondary schools. In supporting safe and healthy schools it is essential that school staff controls access to its sites. This responsibility will be carried out in the context of Gospel values in respect to the dignity and worth of students, staff, parents/guardians/caregivers and visitors.

#### **2. Definitions**

Nil

**Persons Permitted on School Premises**—includes a student enrolled as a pupil at the school, a parent or legal guardian of the enrolled pupil, a person employed or retained by the Board, a person who is otherwise on the premises for a lawful purpose, a person who is invited to attend an event, a class or a meeting on school premises that is permitted to be on the premises for that purpose, and a person who is invited on to school premises for a specific purpose by the Principal, Vice Principal or designate. The persons listed in this definition do not have access to all areas of the school premises.

**Persons Not Permitted to Remain on School Premises**—includes persons whose presence is detrimental to the safety or well-being of a person on the premises in the judgment of the Principal, Vice Principal, designate or another person authorized by the Board to make such a determination and persons who by Board Policy are required to report his or her presence on the premises in a specified manner and that person fails to do so.

**Premises**—includes the school building, portables, yard, parking lot, playing fields, and bus drop-off and pick-up areas.

### 3. Purpose

The purpose of this Policy **and its attendant administrative procedure Access to Board Premises (AP604-1)** is to provide a framework for **school** administrators related to their jurisdiction to uphold the requirements of section 305 of the Education Act and amended Regulation 471/07, sec.2 (February 1, 2008) with respect to Access to **School/DCDSB** Premises.

### 4. Application / Scope

This policy applies to all elementary and secondary schools, Adult and Continuing Education school sites **and administrative buildings** within the jurisdiction of **the Board DCDSB** and all persons entering these premises. **The Board DCDSB** is committed to providing a safe learning and working environment.

### 5. Principles

- 5.1 **DCDSB recognizes its duty to protect and secure all its properties as mandated under the Education Act, Section 170 (1) Duties of Boards.**
- 5.2 DCDSB acknowledges its responsibility to develop a policy and related administrative procedure to provide guidelines with respect to access to school premises.
- 5.3 DCDSB recognizes **and accepts** the authority of the Principal or designate with regards to monitoring and controlling access to their respective schools.
- 5.4 DCDSB recognizes the need for school staff to assist the Principal in monitoring and controlling access to school premises.

### 6. Requirements

- 6.1 **The Director has issued administrative procedure 604-1 Access to Board Premises to support this policy and may amend, expand and/or augment this administrative procedure as the need may arise.**
- 6.2 Every Principal or designate, with input from staff, shall develop a school framework outlining access to school premises consistent with the Board and Ministry safe school policies, administrative procedures, Acts and regulations governing students, staff, parents/guardians/caregivers, volunteers, community groups and visitors, the local Priest affiliated with the school, the Catholic School Trustee and the Provincial Member of the Legislative Assembly of Ontario.
- 6.3 The Principal or designate, with the cooperation of staff, shall monitor and control access to school premises.
- 6.3 **Contravention of this Policy by any individual is to be acted upon by the Principal or designate as per Board procedure.**

6.4 The Director, or designate, shall address the contravention of this policy as prescribed by relevant DCDSB procedure.

## 7. Sources

7.1 Education Act, Section 305 and Regulation 471/07, Access to School Premises

## 8. Related Policies and Administrative Procedures

- 8.1 Access to School Premises Administrative Procedure (AP604-1)
- 8.2 Community Use of Schools Policy (PO412)
- 8.3 Community Use of Schools Administrative Procedure (AP412-1)
- 8.4 Workplace Harassment and Workplace Sexual Harassment Policy (PO320)
- 8.5 Workplace Harassment and Workplace Sexual Harassment Administrative Procedure (AP320-1)
- 8.6 Workplace Violence Policy (PO324)
- 8.7 Workplace Violence Prevention – General Administrative Procedure (AP324-1)
- 8.8 Volunteers in Schools Policy (PO413)
- 8.9 Emergency Preparedness Policy (PO414)
- 8.10 Lockdown Policy (PO436)
- 8.11 Lockdown Administrative Procedure (AP436-1)
- 8.12 Code of Conduct Policy (PO610)
- 8.13 Code of Conduct Administrative Procedure (AP610-1)