

# Access to School Premises

## Administrative Procedure

---

|                        |                       |
|------------------------|-----------------------|
| <b>Status:</b>         | <b>Active</b>         |
| <b>Effective:</b>      | September 2021        |
| <b>Revision Date:</b>  | November 2024         |
| <b>Review Date:</b>    | November 2028         |
| <b>Responsibility:</b> | Director of Education |

---

### Intended Purpose

This Administrative Procedure is intended to outline the administrative responsibilities supporting the Access to School Premises Policy.

### Procedures:

1. The Principal, in conjunction with the support of their school staff, is responsible to ensure the implementation and management of this Administrative Procedure at the school level.
2. Access to school premises during non-school hours shall be governed by the appropriate provisions of this Administrative Procedure 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. delivery, repair, 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

# Access to School Premises

## Administrative Procedure

---

Principal or another person authorized by Board policy provided the person is on the premises (rental permit) for that purpose and complies with any restrictions on their attendance.

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.
5. The Principal 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 their presence is detrimental to the safety or well-being of a person on the premises, in the judgment of the Principal.
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 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. The Principal should consult the Superintendent of Safe Schools to ensure proper documentation in writing is sent to those deemed non-compliant with the Administrative Procedure.
9. Failure of an individual or individuals to comply with this policy, subsequent to receiving a 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.
10. Principals who have issued Trespass or Denial of Access letters must review the trespass and denial of access status at regular natural breaks or at the written request of the individual who has been trespassed or denied access.

# Access to School Premises

## Administrative Procedure

---

### **Cross-Reference:**

#### **Legislation**

Trespass to Property Act

Education Act s.212(1), 265(m), 305

Ontario Regulation 474/00

#### **Ministry Policy & Program Memoranda**

Not applicable

#### **Board Policies, Procedures & Protocols**

Access to School Premises Policy

### **Revision History**

- November 2024 - minor changes