
POLICY P.106.SCO

TITLE: ACCESS TO SCHOOL/BOARD PREMISES

Date Issued: 04 September 2001
Last Revised: 27 May 2008
Authorization: Board: 27 August 2001

1.0 OBJECTIVE

To ensure that students, staff, parents/guardians and visitors are safe and welcome on Ottawa-Carleton District School Board school/Board premises.

2.0 DEFINITIONS

In this policy, unless otherwise stated:

- 2.1 **School/Board premises** includes the school and Board buildings and all adjacent Board property which is attached to the school or Board building, including playgrounds, parking lots, garden areas and bus bays, as well as school buses when being used to transport students on a school-authorized activity.
- 2.2 **Authorized person** is a person as specified in subsection 3.8 of this policy.
- 2.3 **Trespassing** carries the definition used in the *Trespass to Property Act 1990*.

3.0 POLICY

- 3.1 Persons who are on school/Board premises without being authorized by Ontario Regulation 474/00 *Access to School Premises*, or in violation of any of its provisions, have committed an offence and can be prosecuted under the *Education Act* (s.305) and/or the *Trespass to Property Act 1990*.
- 3.2 Subject to subsections 3.3 to 3.8, the following persons shall be permitted to be on school/Board 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 who is on the premises for performing the duties assigned by the Board;
 - d) a person who is generally invited by a staff member to attend an event on school/Board premises, for the purposes of that event;
 - e) a person whose presence is authorized by the principal or designate;
 - f) a person who is otherwise on the premises for a lawful purpose, such as a person registered for a continuing education program, a person attending an event for which the premises have been contracted, a person making a lawful delivery, a person attending a school council meeting, a person making a legitimate enquiry of the school, or a person using school grounds in a manner for which they were intended, for that purpose only; and
 - g) a member of the Board, a member of the Assembly (MPP) in whose constituency the school is located, or a member of the clergy in the area where the member has pastoral charge.
- 3.3 The permission granted in subsection 3.2 applies only for the purposes and places defined or described in sub-section 3.2 and does not entitle access to all areas of the school/Board premises.
- 3.4 The Board and its agents have the right to lock the school/Board premises when they are not being used for a purpose authorized by the Board. Under normal circumstances, the decision to lock school grounds will be the responsibility of the principal, vice-principal, or designate.
- 3.5 No person shall be permitted to remain on school/Board premises if, in the judgement of an authorized person, the person's presence is potentially detrimental to the safety or well-being of a person or property on the premises, or interferes with the conduct of school activities.
- 3.6 During regular school or work hours, all visitors to a school or Board building who are not staff or enrolled pupils at that building, shall report their presence at the school office or reception area immediately upon arrival in the building.
- 3.7 No person who has refused to sign in at the school or Board building, as specified in sub-section 3.6 of this policy, shall be permitted to remain in the building/premises.
- 3.8 The following persons shall be empowered to act as “authorized persons” or occupiers at the schools to which they are assigned for the purposes of enforcing the *Trespass to Property Act*, 1990, of the Province of Ontario:
- a) Supervisory Officers
 - b) Principals
 - c) Vice-Principals
 - d) Program Administrators

- e) Teachers
- f) Plant Supervisors
- g) Custodians
- h) Any person in authority, in the circumstances.

4.0 REFERENCE DOCUMENTS

Ontario Regulation 475/00, *Access to School Premises*
Trespass to Property Act, R. S. O. 1990, Chapter T.21
Board Policy P.032.SCO: Safe Schools
Board Policy P.020.SCO: Student Suspension
Board Policy P.026.SCO: Student Suspension/Investigation/Possible Expulsion
Board Policy P.041.SCO: Custody and Access to Students by Parents/Guardians
Board Procedure PR.521.SCO: Safe Schools
Board Procedure PR.524.SCO: Access to School/Board Premises
Board Procedure PR.531.SCO: Custody and Access to Students by Parents/Guardians
Board Procedure PR.511.SCO: Student Suspension
Board Procedure PR.515.SCO: Student Suspension/Investigation/Possible Expulsion