

Policy No. II-35

Access to School Premises	
Adopted: June 19, 2001	Last Reviewed/Revised: October 18, 2022
Next Scheduled Review: 2025-2026	

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Persons authorized to access school premises are notified to be in accordance with the school premises access policy. The school Principal and the Principal/Principal-in-Charge are responsible for ensuring that access to the school premises is controlled.

Persons entering the school premises must identify themselves at the main office by signing the school visitor log and attaching a photograph to their identification. Visitors are not permitted to enter the school premises without a valid purpose.

Visitors to the school premises may be escorted by staff.

The Halton Catholic District School Board has the right to lock the school premises when they are not being used for a purpose authorized by the HCDSB.

The Halton Catholic District School Board instructs the Principal/Principal-in-Charge to ensure that doors are kept open for the comfort and safety of students, staff and visitors and the authorized business of the school. All other doors must remain locked to ensure the safety of the building.

In the event of an emergency, the Principal/Principal-in-Charge has the right to lock the school premises (e.g., Hold & Secure, Shelter in Place, Lockdown).

An authorized person is not allowed to remain on or return to the school premises, if, in the judgment of the Principal/Principal-in-Charge, their presence is considered detrimental to the safety or well-being of any person on the premises.

APPROVED: _____ Board

AUTHORIZED BY: _____
Chair of the Board