



Safe Entrances – Elementary Schools AP 200.50

Procedure for: All Elementary Principals and Vice-Principals
Submitted by: Superintendent of Education
Category: Students

Adopted: February 28, 2017
Revised: N/A

Purpose

This Administrative Procedure provides direction to ensure that we have a safe and consistent process for providing entry to our Catholic elementary schools.

Responsibilities

Principals

Principals are responsible for maintaining safe and secure learning environments for student, staff and community members

Information – N/A

Procedures

1.0 Principals

- 1.1 Elementary principals will ensure that all external doors are kept locked during the school day and that entry to the building during the school day is regulated via the door access control system.
- 1.2 The **main public access doors** will remain open 15 minutes before the morning bell time and 5 minutes after the morning bell time.
- 1.3 During the 20 minute block of time when the **main public access doors** will remain open, it is expected that the secretary or designated staff member will be positioned in the office.
- 1.4 The main public access doors will be locked following morning entry and will remain locked for the remainder of the school day.
- 1.5 Where schools are equipped with a swipe card system, doors will remain locked. **Staff on supervision duty will monitor student access.** Schools not yet equipped with swipe card access are permitted to leave yard access doors unlocked during both morning and afternoon outdoor nutrition break.
- 1.6 The doors which provide access to the school yard will be locked immediately following the re-entry of students and supervision staff.
- 1.7 Exceptions will be permitted based on individual school circumstances which may include the presence of a Parent and Family Literacy Centre (PFLC) or Best Start Centre.



2.0 Designated Staff (Principal, Secretary, Custodian or other)

- 2.1 Designated staff will be positioned in the office area during the open door period.
- 2.2 Designated staff will unlock and lock doors at the beginning and end of the open door access times.

Definitions

Main Public Access Doors

The main school doors which are used for daily public access and are connected to the door access control system.

Parent Family Literacy (PFLC)/Best Start Centres

Education partners/organizations who consistently use designated school space during the instructional day.

References

- Student Behaviour, Discipline and Safety Policy 200.09
- Safe Arrival Policy 200.03
- Security of Schools Buildings and Grounds Policy 400.06
- Health and Safety Policy 300.16
- Safe Identification and Access Administrative Procedure (TBD)