

VISITOR ACCESS TO SCHOOL FACILITIES DURING SCHOOL HOURS

The purpose of this policy is to ensure the consistent protection of students, staff, visitors, and school property through effective and standardized building security practices across the division. The Principal is responsible for ensuring the implementation of all security measures within the school, maintaining up-to-date security protocols, including key control and supervised access, and ensuring staff understand and follow expectations for locked classrooms, visitor procedures, and reporting security issues. Custodial, maintenance staff or other assigned staff shall conduct scheduled checks of building entrances and ensure all exterior doors are secured.

A. Controlled Access During School Hours

1. **Single/Monitored Entry Point:** All school buildings, regardless of size, shall operate with controlled access through designated public entry points. Public entry may be monitored through a buzzer/camera system during office hours. Staff are responsible for managing the buzzer/camera system and ensuring that all visitors follow entry protocols.
2. **Required Signage:** All schools must have signs at entrance ways requiring visitors to report directly to the office. Visitors at colony or small schools are instructed to report to the principal.

B. Visitor Management and Identification

1. **Sign In and Sign Out:** Visitors must report directly to the office for sign in and sign out. All staff must ensure visitors follow sign-in procedure.
2. **Visitor Identification:** Schools shall require all visitors to wear identification while on site. Staff are responsible for ensuring identification procedures are followed and for directing visitors to the principal or their designate, who will then direct further action when needed. All staff are instructed to be observant of people on the school grounds who are not associated with the school. Any unsecured door or suspicious activity must be reported immediately to the principal.

C. After Hours Access

1. Access outside regular school hours is permitted only to authorized individuals.
2. Staff entering the building after hours must ensure the door closes and locks behind them. Staff must secure any doors they use after hours and report any issues observed to the principal.

D. Exceptions to Locked Access (Temporarily Unlocked Access)

Though the policy generally does not apply to public events such as awards days, sporting events, or parent-teacher days, any deviation from the controlled access requirements must include immediate adult supervision.

Approved April 4, 2006
Revised April 18, 2006
Revised May 16, 2006
Revised February 3, 2026