

Access to Premises Policy

At St. Joseph we want to provide an environment for our students to learn and for our staff to work. We also want our community to participate in the students' learning and to support the efforts of the school. To accomplish both of these goals we need to create an environment that is both safe and welcoming.

The following routines are in place:

- All doors to the school will remain locked all day. The breakfast club door will remain unlocked only while there is a supervisor on duty at breakfast club. It is the responsibility of the breakfast club supervisor to unlock and lock this door. Parents will be asked to go to the front doors of the school so the office administration can help them should they happen to present themselves at the breakfast club doors.
- All yard duty teachers must bring their keys and washroom passes with them.
- Supply teachers will leave their car keys in the office and take a classroom key with them.
- Visitors (which includes parents) must present themselves at the front door and be "buzzed in". The secretary will make a visual inspection of the guest on the video monitor before unlocking the door.
- All visitors must present themselves once they have entered the building to the office and sign the guest book.
- All visitors or volunteers who are not wearing a pass will be accompanied by the first staff member they meet (or a designate) to the office for a pass.
- Once the office administration has determined the nature of a visitors business they may be given a visitors pass that must be worn while they are in the building. The office administration will notify the staff member who has business with the visitor of their arrival.
- All volunteers must wear their volunteer pass while in the school.
- All students who are being picked up at the end of the day will be greeted by their parent or guardian outside of the school. Two staff members will facilitate the dismissal of student in K-4 at the front doors with the support of the classroom teachers in the front foyer. This process will happen at 3:15 or after the buses have left whichever comes last. Student in grades 5-8 who are being picked up or are walking will be dismissed independently through the exit which is most convenient for them.