

Administrative Procedure 140 Safe and Secure School Access

The East Central Alberta Catholic School Division is committed to providing a welcoming, caring, respectful, and safe learning environment for all students, staff, and visitors. Controlling building access during the school day is an essential component of school safety. This procedure establishes expectations that exterior doors remain locked during instructional time and that all visitors enter through a single designated main entrance.

Definitions

Controlled Access: A process that restricts building entry to a single designated entrance during the school day, with all visitors reporting to the school office.

Main Entrance: The designated entry point is used by visitors, late-arriving students, and early student pickups once the school day has begun.

School Day: The period begins at the first scheduled student entry time until the end of the instructional day.

Procedures

1. General Requirements

1.1 All exterior doors shall remain locked once the school day begins, unless being actively supervised.

1.2 The main entrance shall be the only authorized entry point for:

- Visitors
- Late-arriving students
- Early dismissals
- Contractors and service providers

1.3 Clear signage shall be posted at all exterior doors directing visitors to the main entrance.

2. Visitor Access

2.1 All visitors must:

- Enter through the designated main entrance.
- Report directly to the school office.
- State the purpose of their visit.

2.2 Schools shall implement a visitor sign-in process and issue identification when required.

2.3 Visitors shall remain under staff supervision while in the building.

3. Student Entry and Dismissal

3.1 Designated doors may be unlocked for student entry before the start of the school day.

3.2 Staff shall supervise all open entry points.

3.3 After the start of the school day:

- All students must enter through the main entrance
- Students arriving late must report to the office.

3.4 During dismissal, designated doors may be unlocked with appropriate supervision.

4. During the School Day

4.1 All exterior doors shall remain locked.

4.2 The main entrance shall be:

- Monitored by office staff, or
- Controlled by an intercom, buzzer, or camera system.

4.3 Office staff shall verify the identity and purpose of visitors granting access.

5. After School and Community Use

5.1 Exterior doors may be unlocked only for:

- Supervised extracurricular activities
- Approved community use

5.2 Access must be supervised by staff or authorized personnel.

6. Emergency Situations:

6.1 In the event of a lockdown, hold-and-secure, or other emergency:

- All exterior doors must remain locked.
- Entry shall only occur under the direction of the principal or emergency responders.

6.2 Schools shall follow all division emergency response procedures.

Responsibilities

Superintendent or Designate

The Superintendent/Designate shall:

- Ensure safe access procedures are implemented across the division.
- Provide guidance and communication to schools regarding building security expectations.

Principal

The Principal shall:

- Designate the official main entrance.
- Ensure all other exterior doors remain locked during the school day.
- Establish supervision plans for entry, recess, lunch, and dismissal
- Implement visitor sign-in procedures.
- Ensure signage is posted at all exterior doors.
- Communicate this procedure annually to students, staff, and parents/guardians.
- Monitor Compliance within the school.

Staff

Staff members shall:

- Direct all visitors to the main entrance.
- Not allow unauthorized individuals in the building.
- Report safety or access concerns to the office.

Students

Students shall:

- Use designated entrances as directed.
- Not open exterior doors for others.
- Report unknown individuals to staff.

Reference:

Education Act (Alberta)
Occupational Health and Safety Act
ECACS Emergency Response Procedures
ECACS Visitor and Volunteer Procedures

Created February 2026