



## AP 307 – STUDENT ACCESS TO SCHOOL PREMISES

### BACKGROUND

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Saskatoon Public Schools shall be open to students in accordance with these procedures.

### PROCEDURES

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1. Student access to a school and the implementation of the following procedures shall be the responsibility of the Principal.
  - 1.1. Head caretakers are expected to have all exterior doors open to students by 7:30 a.m. each school day and to provide access to each building until 5:00 p.m. each school day, unless otherwise directed by the Principal.
  - 1.2 Parents wishing to have students given access to an elementary school on a daily basis before 8:30 a.m. should notify the Principal of the school.
  - 1.3 Student activities before commencement of school's instructional day and after the dismissal of students in the afternoon on school days shall be monitored by the Principal who shall provide for the supervision of each activity before access to the school or a part thereof is granted.
  - 1.4 School buildings are made available free of charge to the staff of the school system after school hours and on days when schools are not in session for meetings, activities directly related to the school system, meetings of staff organizations, staff social clubs, student extracurricular activities and teachers' in-service meetings. When these activities involve the use of gymnasias, auditoriums, waiting rooms and other areas normally rented, rental permits are required.
  - 1.5 Student activities on weekends shall be administered by the Principal who shall provide for the supervision of each activity before access to the school or a part thereof is granted.
  - 1.6 The Principal shall require a rental permit for all weekend activities which involve the use of a school gymnasias, auditoriums and waiting rooms.
2. The Principals shall keep the Rentals Clerk regularly and continuously informed of Students needs for access to the school beyond the regular school day (after 6:00 p.m.).

Reference: Section 85(b), 175(1), Education Act  
Date Last Revised: June, 2011