

Secondary School Locked Door Procedures Information for Families and Students

Dear West Niagara Students and Families,

We want to inform you that West Niagara Secondary School will be implementing a new entry and exit process as part of our ongoing commitment to safe and secure learning environments.

The District School Board of Niagara (DSBN) prioritizes safe learning spaces for all staff and students. As you may know, all DSBN elementary schools have their doors locked throughout the day. DSBN is now extending this practice to secondary schools.

What is the process and when does it begin?

The new process will begin on December 1, 2025. At West Niagara, the schedule will be as follows:

- Doors locked 30 minutes after the start of period 1 at 8:35am.
- Doors re-opened: At the start of lunch at 11:20am.
- Doors locked again: At 12:30pm until the end of the school day at 2:10pm.

A buzzer has been installed at the front entrance and the rear entrance for students, guardians, and visitors to use if arriving after the doors are locked. A staff member will respond and allow entry. WNSS staff have been provided with access cards to ensure that outdoor learning opportunities are not impacted.

What happens during lunch?

During lunch, the front and rear doors will remain open so students can freely choose where to spend their break. Doors will be locked again at 12:30 pm, and students must use only the front or rear entrance to re-enter the building. Side entrances will be locked.

If you have any questions or concerns, please don't hesitate to contact the school office.

Thank you for your continued support,

Janice Sargeant

Principal

West Niagara Secondary School