



POLICY

SO13

Access to School Premises

Board Received: January 27, 2020 **Review Date:** February 2024

Policy Statement

The Grand Erie District School Board supports schools in creating and maintaining positive school environments that are safe, caring and welcoming for all students, staff, and school communities. Access to school premises shall follow the provisions of Ontario Regulation 474/00.

Accountability

1. Frequency of reports - as needed
2. Criteria for Success - Safe climates in all schools of the board

Procedures

1. Entry to schools will comply with the Safe Welcome program. Specifically, elementary schools will be locked at all times during the school day. As of December 1, 2020, all doors at secondary schools will be locked during the school day, except for an appropriate door.
2. Entry to schools will also comply with SO5 – School/Site Security (Emergency, Preparedness, Response and Recovery). Specifically, schools will not be accessible during any school emergency response (Shelter in Place, Hold and Secure, Lockdown or evacuation).
3. The following persons are permitted to be on school premises:
 - i. a person enrolled as a pupil in the school;
 - ii. a parent or guardian of such a pupil;
 - iii. a person employed or retained by the Board;
 - iv. a person who is otherwise on the premises for a lawful purpose;
 - Invited to attend an event or meeting
 - Invited for a particular purpose by the administrator or Board personnel
4. Invitation to be on school property does not entitle a person to have access to all areas of the school premises.
5. The Board may lock the school premises when they are not being used for a purpose authorized by the Board.
6. A person is not permitted to remain on school premises if their presence is detrimental to the safety or well-being of a person on the premises, in judgment of the principal, a vice-principal or another person authorized by the Board to make such a determination.
7. Schools shall have signs posted at the main entrance to the school, as well as at other strategic locations, advising visitors to report their presence to the office.
8. It is the responsibility of all staff to notify the principal or vice-principal of the presence of unauthorized persons.

9. Under the authority of the Education Act, S.305(4), the principal "may direct a person to leave the school premises" if they "believe that the person is prohibited by regulation...from being there".

References

- SO5 – School/Site Security (Emergency Preparedness, Response and Recovery).
- Grand Erie Safe Welcome Program