



# PROCEDURE

# SO-013

## ACCESS TO SCHOOLS AND FACILITIES

<b>Superintendent Responsible:</b> Superintendent of Education, Safe Schools	<b>Initial Effective Date:</b> 2020/01/27
<b>Last Updated:</b> 2023/06/26	<b>Next Review Date:</b> 2027/06/25

### Purpose:

To outline the provisions of access to Grand Erie District School Board (Grand Erie) schools and facilities.

### Guiding Principles:

- 1.0 Entrances to Grand Erie sites will be locked at all times during the school/work day.
- 2.0 Schools and facilities will not be accessible during any emergency response.
- 3.0 All authorized visitors must report their presence to the school or facility office or main reception.
- 4.0 The following persons are permitted access to schools and facilities:
  - a) Students of the school
  - b) Parent(s)/caregiver(s) of students
  - c) Grand Erie employee(s)
  - d) 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(s) or employee(s)
    - Vendors and contractors who have been approved by Grand Erie
- 5.0 Invitation to be on Grand Erie property does not entitle a person to have access to all areas of the schools and facilities.
- 6.0 Grand Erie may lock schools and facilities when they are not being used for a purpose authorized by Grand Erie.
- 7.0 A person is not permitted to remain at a school or facility if their presence is detrimental to the safety or mental health and well-being of a person at that school or facility, as determined by the Administrator(s) or designate/immediate Supervisor authorized by Grand Erie to make such a determination.
- 8.0 Schools and facilities must have signs posted at the main entrance, as well as at other strategic locations, advising visitors to report their presence to the office/reception.
- 9.0 It is the responsibility of employees to notify the Administrator(s) or designate/immediate Supervisor authorized by Grand Erie to make such a determination of the presence of unauthorized persons.
- 10.0 The Administrator(s) or designate/immediate Supervisor may direct a person to leave the school or facility premise if they believe that the person is prohibited from being there.

**Reference(s):**

- Access to Schools and Facilities Policy (SO-13)
- [Education Act, R.S.O. 1990, c.E.2, Section 265 \(1\) \(m\)](#)
- [Education Act, R.S.O. 1990, c. E.2, Section 305\(4\)](#)
- Ontario Regulation 474/00
- Emergency Planning Policy (SO-05)
- Emergency Planning Procedure (SO-005)
- [Trespass to Property Act](#)