



ADMINISTRATIVE PROCEDURE

B3:1

School Operations - Access to School Premises
Access and Trespassing
Page 1 of 2

1. Purpose:

To establish a framework for principals and school personnel to identify who is permitted to be on school premises on any day, at any time.

2. Administrative Procedures

Persons who are on school premises without being authorized by Ontario Regulation 474/00 Access to School Premises are considered to be trespassing and have committed an offence and can be charged under the Education Act (s.305). Upon conviction, the fine carries a maximum penalty of \$5,000. The main elements of Ontario Regulation 474/00 are summarized below:

1) Persons who are permitted on school premises:

- a person enrolled as a pupil in the school
- a parent or guardian of such a pupil
- a person employed or retained by the board
- a person who is otherwise on the premises for a lawful purpose (eg. Delivering mail, voting)
- a person who is invited to attend an event, a class or a meeting on school premises provided the person is on the premises for that purpose; and
- a person who is invited onto school premises for a particular purpose by the principal, a vice-principal or another person authorized by board policy provided the person is on the premises for that purpose.

2) Prohibition From Access:

- anyone whose presence in the principal's judgment, is detrimental to the safety or well being of a person on the premises (Reg.474/00, s.3(1))
- person who fails to report presence in specified manner (Reg. 474/00,s.3(2))

CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Sample Letter for Trespassing

(Date)

REGISTERED MAIL

(Name and Address)

Dear (Name):

On _____ (Date) _____, you were trespassing at (Name of School) _____.
This is the second occasion you have been on the School's property this week.

This letter is notice to you that such an act is a violation of the law and that if you trespass on the School property in the future, you may be prosecuted for any such actions to the full extent of the law pursuant to the provisions of the *Ontario Trespass to Property Act*. In addition, if you trespass on School property in the future, the police will be informed immediately of any such action.

Sincerely,

(Name of Principal)

c.c. Local Police
Director of Education
Board Solicitor