

CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

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