



VISITORS TO SCHOOLS - UNAUTHORIZED

Responsibility: *Senior Superintendent, Student Achievement & Well-Being*

Legal References: *Education Act, Section 265
Health Protection and Promotion Act: S. 22;
Trespass to Property Act;
Policy/Program Memo No. 22*

Related References: *Policy 6000- Safe Schools;
Trespass Letter Template;
Instruction for Trespass Letter*

Revisions:

Reviewed: *January 2016*

1. Preamble

1.1 The procedures that follow describe guidelines and expectations for responding to unauthorized visitors on school property.

2. The Education Act, Section 265

2.1 It is the duty of a principal of a school, in addition to...duties as a teacher

(l) to refuse admission to the school of any person who is believed to be infected with or exposed to communicable diseases requiring an order under Section 22 of the Health Protection and Promotion Act until furnished with a certificate of a medical officer of health or of a legally qualified medical practitioner approved by them that all danger from exposure to contact with such person has passed;

(m) subject to an appeal to the board, to refuse to admit in the school or classroom a person whose presence in the school or classroom would in their best judgment be detrimental to the physical or mental well-being of the pupils.

3. Trespass to Property Act

This act empowers the principal of a school, or his/her designate, to act as an "occupier" in respect to the school site and, where a person is not acting a right or authority conferred by law, and a person

- Enters a school site where entry is prohibited by signs or other notice;
- Engages in an activity on a school site where the activity is prohibited by signs, markings or other notice;
- Has been directed by an authorized person to leave the school site and does not do so.

The principal or designate, or a police officer, may arrest without warrant the person he/she believes on reasonable and probable grounds is trespassing.

An offender whose identity is known can be charged after having left a school site. Where an offender has just left a school site, a police officer can make an arrest if the person fails to provide proper identification for the purpose of being charged. The police officer does not have to have seen the trespass, but may act upon reasonable and probable grounds, such as the statement of a member of staff. (Policy/Program Memo No. 22).

4. General

- 4.1 When a visitor to board property reports to the main office, if the request to visit is considered reasonable and justified, the visitor, upon identification, may be given permission to visit (in writing: specifying the date, time of visit, the area to be visited and the purpose). The visitor should be directed to return to the main office at the end of the visit to notify the administration he/she is leaving the school site.
- 4.2 When a student leaves school during the school year, the student must be informed of the procedure to return or to visit board property after that time.
- 4.3 When a student is suspended from school for a period of time, the student must be informed that he/she is not to be on board property for the duration of the suspension. Special arrangements need to be made if the student will be in contact with the school regarding assignments and school work.
- 4.4 When a trespasser becomes abusive and/or refuses to leave the premises when asked to leave, the Waterloo Region Police may be called to assist.
- 4.5 A registered letter of information and warning of possible future charges may be sent to the home, addressed to the trespasser and to the parents, if the trespasser is under sixteen years of age.
- 4.6 Documentation of all trespass incidents shall be on record in the school. Copies of registered letters shall be sent to the Community Relations Branch of the Waterloo Region Police (519-653-7700), P. O. Box 3070, 200 Maple Grove Road, Cambridge, Ontario N3H 5M1
Fax: (519) 650-1793.