



## **TRESPASSING ON BOARD PROPERTY**

**POLICY #: E-7**

**AUTHORITY: 99-251/11-185**

### **POLICY STATEMENT**

It shall be the policy of the Northeastern Catholic District School Board that its employees are designated agents who have the authority to implement the terms of reference concerning trespassing as outlined in the Act to Protect Against Trespass to Property, 1980.

### **POLICY REGULATIONS**

#### **1. General Definitions:**

- 1.1 The following persons are classified as Authorized Visitors:
  - 1.1.1 a parent or guardian of a student attending a school;
  - 1.1.2 a Board of Trustee member;
  - 1.1.3 a member of the Provincial Assembly;
  - 1.1.4 a representative of the Clergy;
  - 1.1.5 representatives of police forces with jurisdiction in the area;
  - 1.1.6 holders of approved "Community Use of Schools Forms";
  - 1.1.7 persons attending authorized events and activities.
  - 1.1.8 volunteers
  - 1.1.9 social service agencies
  - 1.2.0 approved contractors
- 1.2 A trespasser is a visitor who:
  - 1.2.1 does not have permission to be on Board property and is not classified as an Authorized Visitor;
  - 1.2.2 refuses to follow the directions of the Principal or the Board's Policy.
- 1.3 Where the term "Principal" is used, it will refer to the Principal of a school, his designate or the employee who is in charge of the particular property involved.

- 1.4 "Regular hours of operations" means:
  - 1.4.1 Monday to Friday (excluding designated holidays)
  - 1.4.2 0800 hours to 1700 hours
  - 1.4.3 the months of September to June

**2. Authorized Visitors:**

- 2.1 During regular hours of operation:
  - 2.1.1 visitors to Board property will be required to report to the Main Office, sign in and wear a visitors badge for the duration of the visit;
  - 2.1.2 if the request to visit is considered justified, visitors may be asked to register and their activities will be at the discretion of the Principal;
  - 2.1.3 the visitor may be requested to sign out when leaving the premises.

2.2 During off-hours:

Group authorization may be verified by the signed "Community Use of School Facilities" form (applicant's copy).

**3. Trespasser:**

- 3.1 Trespassers will be asked to leave the premises.
- 3.2 If they refuse, the police may be called to deal with the individuals.
- 3.3 The Principal may:
  - 3.3.1 issue a warning; or
  - 3.3.2 lay a charge; or
  - 3.3.3 request the police to do either of the above.
- 3.4 Issuing a Warning:
  - 3.4.1 A warning may be issued by the Principal by forwarding a registered letter noting same to the home of the trespasser and if the trespasser is under 18 years of age, to the parents/guardian as well.
  - 3.4.2 One copy is retained at the school.
  - 3.4.3 One copy is forwarded to the police office with jurisdiction in the area.
  - 3.4.4 One copy is forwarded to the Director of Education at the Board's Administration Office.

3.5 Laying a Charge:

- 3.5.1 If the trespasser is on the premises, a charge can be made by the police with the Principal as a witness. The policy may in certain circumstances request the Principal to lay the charge.
- 3.5.2 If the police lay the charge, a summons will be given to the trespasser immediately.
- 3.5.3 If the police ask the Principal to lay the charge\*, the Principal will be asked to appear before the Justice of the Peace with his/her detailed report of the incident. The officer involved will also be submitting a report.  
  
\* The police will explain the procedure to follow.
- 3.5.4 If the trespasser has left the premises, the Principal may still lay a charge by informing the police of that intent.
- 3.5.5 The Principal will submit a copy of his/her report of the incident to the Director of Education.

4. Sign Posting:

- 4.1 The main entrance(s) to all Board buildings will display the following sign:

**VISITORS PLEASE  
REPORT IMMEDIATELY  
TO MAIN OFFICE**

- 4.2 Each ordinary point of access to Board sites will display the following sign:

**UNAUTHORIZED USE  
OF THIS PROPERTY IS  
STRICTLY PROHIBITED  
TRESPASSERS WILL BE  
PROSECUTED**  
*Northeastern Catholic District School Board*