



# Northeastern Catholic District School Board

## ACCESS TO SCHOOL AND BOARD PREMISES

Administrative Procedure Number: APE 026

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to providing safe, accepting, and inclusive learning environments and work places consistent with Christian principles. For the protection of students, staff, visitors, and community partners, it is necessary to monitor access to the Board's premises and will respond to unauthorized persons/visitors in accordance with relevant legislation, Board policy, and related procedures.

### REFERENCES

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Education Statutes and Regulations of Ontario Regulation 474/00 *Access to School Premises*  
Trespass to Property Act, 1990  
NCDSB Policy E-34 *Safe Schools*  
NCDSB Policy E-32 *Equity and Inclusive Education*  
NCDSB Policy C-3 *Community Use of Schools*

### DEFINITIONS

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#### **Authorized Visitor**

A person who is permitted on school premises including:

- 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;
- 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, Vice-Principal or another person authorized by board policy provided that the person is on the premises for that purpose.

#### **Principal**

Refers to the Principal of a school, his/her designate or the employee who is in charge of the particular property.

#### **School and Board Premises**

Includes, but is not limited to, a school building, a facility of the Board, and/or an alternative setting where education or an educational activity is occurring.

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## Trespasser

A person who:

- does not have permission to be on School / Board premises and is not classified as an Authorized Visitor;
- refuses to follow the direction of the Principal or the Board's policy and procedures;
- anyone whose presence in the Principal's judgement, is detrimental to the safety or well-being of a person on the premises;
- a person who fails to report presence in a specified manner.

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## PROCEDURES

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### 1.0 ACCESS TO SCHOOL AND BOARD PREMISES

- 1.1 The following persons are permitted to be on school or board premises:
  - a) A person enrolled as a pupil in the school.
  - b) A parent/guardian of such a pupil.
  - c) A person employed or retained by the Board
  - d) A person who is otherwise on the premises for a lawful purpose.
- 1.2 The above named persons to have unfettered access to all areas of the school or board premises and are not guaranteed automatic access.
- 1.3 The Principal has the authority to determine whether a person's presence is detrimental to the safety or well-being of a person on the premise.
- 1.4 Where a person does not have lawful reason for being on school property and/or poses a threat to school safety, the Principal must exercise sound judgement in order to preserve safety. Unless there is imminent danger, a trespasser on school or board property must first be asked to leave peacefully.
- 1.5 Provisions of the *Education Act* shall be used to determine when a contravention has occurred and if the person may be subject to a fine.

### 2.0 VISITORS TO SCHOOL AND BOARD PREMISES

#### 2.1 Signage

All NCDSB facilities will have the appropriate signage mounted at the main entrance of the facility, noting the requirement that all authorized visitors must report to the main office immediately upon entry to the building.

#### 2.2 During regular hours of operation:

- 2.2.1 Visitors to school or board premises will be required to report to the Main Office, sign in and wear a visitor's badge or similar identification for the duration of the visit.
- 2.2.2 The visitor must sign out when leaving the premises.
- 2.2.3 A visitor is not permitted to remain on school premises if the person fails to report his/her presence in the specified manner outlined within this policy and related procedures.

2.2.4 An authorized visitor (as defined above) is not permitted to remain on school or board premises if his/her presence is detrimental to the safety or well-being of a person on the premises, as determined by the Principal.

### **2.3 During off-hours:**

2.3.1 All access to school and board property after regular school hours by anyone who is not an employee of the NCDSB is regulated by the Community Use of Schools process.

## **3.0 TRESPASSING**

3.1 Trespassers will be asked to leave the premises in a peaceful manner.

3.2 If a trespasser refuses to leave, the police may be called to deal with the individual.

3.3 In cases of trespassing, the Principal may:

- a) Issue a warning; or
- b) Lay a charge; or
- c) Request the police to do either of the above.

3.4 Issue 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 The Principal will retain one copy of the aforementioned letter at the school and will also submit one copy to:

- a) The police detachment with jurisdiction in the area.
- b) The Director of Education.

3.5 Lay 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 police, 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 that the Principal 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 submit a report.

3.5.4 The police will explain the procedure in all such cases.

3.5.5 If the trespasser has left the premises, the Principal may still lay a charge by informing the police of that intent.

3.5.6 The Principal will submit a copy of his/her report of the incident to the Director of Education.

3.6 Each Principal shall maintain a list of individuals who may have restricted access to the school and/or other Board premises as a result of a court order or who have been denied

access. This list is to be maintained in the school office and communicated, in confidence and as necessary, with appropriate staff.

3.7 The Principal will advise the appropriate Superintendent of Education of all related matters accordingly, who in turn will advise the Director of Education.

#### **4.0 RELATED FORMS AND LETTERS**

Appendix A: Denial of Access Letter

Appendix B: Trespass Letter

**Director of Education:** *Tricia Stefanie Welty*

**Date:** **May 2021**