

POLICY

It is the policy of the Upper Grand District School Board to ensure that students, staff, parents/guardians and visitors are safe and welcome on school and Board premises, and to respond to unauthorized visitors in accordance with relevant legislation and Board policy.

Administrative Detail

1. It is the responsibility of the appropriate Superintendent(s) to administer this policy.
2. It is the responsibility of the Principal or designate, or supervisor of a Board administrative centre to administer this policy in accordance with the Access to School/Board Premises (Unauthorized Visitors/Trespass) Procedures Manual #104-A, the Education Act (Section 305), Ontario Regulation #474/00 (revised 2007) - Access to School Premises, the Trespass to Property Act, the Police School Board Protocol for the Investigation of School-Related Occurrences, and Board policies #206 Violence-Free Schools, #213 Code of Conduct, and #503 Student Discipline (Progressive Discipline, Suspension, Expulsion).
3. School/Board premises includes the school and Board building(s) and all adjacent Board property which is attached to the school, including playgrounds and parking lots, as well as school buses when being used to transport students to and from school and on school-authorized activities.
4. An authorized visitor as defined in Ontario Regulation #474/00 Access to School Premises is:
 - a) a person enrolled as a pupil in the school;
 - b) a parent or 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 (e.g. delivering mail, voting);

- e) 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 a particular purpose; and
 - f) 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.
5. Trespassing carries the definition used in the Trespass to Property Act, 1990.

A. GENERAL

1. The Principal of each school shall ensure that all entrances to the building are clearly posted with signs requesting that visitors report to the school office. Signs are available from Plant Operations (822-4420, ext. 831).
2. A visitors' book for sign-in purposes shall be maintained in each school office. Visitors' passes/badges may be used to monitor who is in the building at any time.
3. Where practical, access to the school building may be controlled through locking of doors other than the door of the main entrance. When doors are locked, consideration must be given to emergency access by police and fire officials. Signs must be posted on locked doors announcing where to gain access to the school building.
4. The Principal shall ensure that the rules regarding school access are communicated to the school community annually.
5. Authority to be on school premises does not entitle a person to have access to all areas of the school premises.
6. The Board has the authority to lock the school premises when the school is not being used for a purpose authorized by the Board.
7. A person is not permitted to remain on school premises if the person failed to report his or her presence on the premises in the specified manner.
8. A person is not permitted to be on school premises if there is an existing court order (e.g. custody order) or Trespass Order in which they are named.
9. A person is not allowed to remain on school premises, if in the judgement of the Principal, Vice-Principal or another person authorized by the Board, his/her presence is considered detrimental to the safety or well-being of a person on the premises.

10. Sections A (7) and A (9) do not apply to a student enrolled in the school or to a pupil attending a program for suspended or expelled pupils which is located on the school premises.
11. Employees shall inform the Principal or designate/Supervisor of the presence of an unauthorized visitor as soon as possible, and, if necessary, seek assistance from the police as outlined in the Police School Board Protocol for the Investigation of School-Related Occurrences.
12. When unauthorized visitors are discovered on Board property, employees should approach them in the following manner:
 - a) identify yourself,
 - b) be courteous, calm and positive but firm,
 - c) ask questions such as:
 - i) May I help you?
 - ii) Have you registered at the office/front desk?
13. Employees should not use force when dealing with unauthorized visitors. Where force is deemed necessary the police should be contacted.
14. Unauthorized visitors may be charged immediately, without notice, but may, in lieu of charge, be warned using the Notice of Trespass Letter 104-1. Copies of this letter shall be sent to the local senior police official, appropriate Superintendent of Education, and maintained on file in the school/administrative centre for a three-year period. Letters must be sent by Registered Mail. If the status of an individual changes (e.g. student allowed to register in school) a letter must be sent to all parties rescinding the trespass notice.

15. If students under suspension or expulsion are found on school property or on the school bus, or attempt to take part in school-related activities, they may be charged under the Trespass to Property Act or under The Education Act or be subject to further disciplinary measures, as outlined in their Letter of Suspension/Expulsion. A record of the specifics of the incident will be kept in the school for a three-year period.