



**Office of the Director**

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5131 Fax (807) 622-0961

**STANDING COMMITTEE**  
**Tuesday, November 10, 2015**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

George Saarinen  
Chair

**AGENDA**

**PUBLIC SESSION**  
**7:30 P.M. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. <b>COMMITTEE OF THE WHOLE - Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)</b>		
6. Delegations/Presentations		
6.1 Trustee Character Awards Country 105 Morning Show - Gen Block - Bryan Graham - John Ongaro	J. Playford	Verbal
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - October 13, 2015	G. Saarinen	1-4
8. Business Arising from the Minutes		

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**

**MATTERS NOT REQUIRING A DECISION**

9.	Information Reports		
9.1	Student Transportation Services of Thunder Bay Committee Meeting Report	R. Oikonen	Verbal
9.2	Equity and Inclusive Education Working Committee (095-15)	C. Kappel	5-6
9.3	Lakehead Public Schools International (104-15)	S. Pharand	7-8
9.4	Legal Representation for 2014-2015 (094-15)	I. MacRae	9-12
9.5	2015-2016 Director's Action Plan (089-15)	I. MacRae	13 + Handout
10.	First Reports		

**MATTERS FOR DECISION:**

11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	Policy Development: Prevalent Medical Conditions (079-15)	C. Kappel	14
	<i>It is recommended that Lakehead District School Board approve the development of Prevalent Medical Conditions Policy as indicated in Report No. 079-15.</i>		
13.2	Policy Review – 8013 Visitation in the Schools and 8040 Trespass to Schools (097-15)	C. Kappel	15-41
	<i>It is recommended that Lakehead District School Board:</i>		
	1. <i>Approve 8020 Access to Schools Policy, Appendix A to Report No. 097-15.</i>		
	2. <i>Revoke 8013 Visitation in the Schools Policy, Appendix C to Report No. 097-15.</i>		
	3. <i>Revoke 8040 Trespass to Schools Policy, Appendix D to Report No. 097-15.</i>		

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.

Resource  
Person

Pages

- 14. New Business
- 15. Notices of Motion
- 16. Information and Inquiries
- 17. Adjournment

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**



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**STANDING COMMITTEE**  
**Tuesday, November 10, 2015**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

George Saarinen  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**6:30 P.M. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - October 13, 2015	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Legal Report	I. MacRae	Verbal
5.3.2 Negotiations Update	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF STANDING COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2015 OCT 13  
7:30 p.m.

**TRUSTEES PRESENT:**

George Saarinen (Chair)  
Marg Arnone  
Ellen Chambers  
Ron Oikonen

Jack Playford  
Trudy Tuchenhagen  
Karen Wilson  
Hannah Smith (Student Trustee)

**TRUSTEE ABSENT, WITH REGRET:**

Deborah Massaro

**SENIOR ADMINISTRATION:**

Ian MacRae, Director of Education  
Colleen Kappel, Superintendent of Education  
David Wright, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Dave Covello, Managers

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Arnone

Seconded by Trustee Oikonen

*"THAT the Agenda for Standing Committee Meeting, October 13, 2015 be approved."*

**CARRIED**

2. **Resolve into Committee of the Whole – Closed Session**

Moved by Trustee Chambers

Seconded by Trustee Playford

*"THAT we resolve into Committee of the Whole – Closed Session with Trustee Saarinen in the Chair to consider the following:*

- *Confirmation of Committee of the Whole – Closed Session Minutes*
  - *September 8, 2015*

- *Negotiations Update*

*and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended."*

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

3. Committee of the Whole – Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

*"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, September 8, 2015."*

CARRIED

5. Aboriginal Education Advisory Committee Meeting Minutes – June 11, 2015

Colleen Kappel, Superintendent of Education, presented the June 11, 2015 minutes for information.

6. Special Education Advisory Committee Meeting Minutes – June 17, 2015

Colleen Kappel, Superintendent of Education, presented the June 17, 2015 minutes for information.

7. Parent Involvement Committee Meeting Minutes – September 15, 2015

Ian MacRae, Director of Education, presented the September 15, 2015 minutes for information.

MATTERS FOR DECISION:

8. Policy Review – 9010 Pupil Accommodation Review (080-15)

Revisions were noted and will be incorporated into the policy.

Moved by Trustee Oikonen

Seconded by Trustee Playford

*"THAT Lakehead District School Board approve 9010 Pupil Accommodation Review Policy, Appendix A to Report No. 080-15."*

CARRIED

9. Policy Review – 9015 Facility Partnership (081-15)

Moved by Trustee Wilson

Seconded by Trustee Tuchenhagen

*“THAT Lakehead District School Board approve 9015 Facility Partnership, Appendix A to Report No. 081-15.”*

CARRIED

10. Appointments to the Aboriginal Education Advisory Committee (085-15)

Moved by Trustee Arnone

Seconded by Trustee Playford

*“THAT Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:*

- *Helaina Kwandibens (Superior Collegiate and Vocational Institute)  
– Student Representative;*
- *Gilchrist Ooshag (Sir Winston Churchill Collegiate and Vocational Institute)  
– Alternate Student Representative; and*
- *Elyse Big George (Westgate Collegiate and Vocational Institute)  
– Alternate Student Representative.”*

CARRIED

11. Appointments to the 2015-2016 Parent Involvement Committee (083-15)

Moved by Trustee Chambers

Seconded by Trustee Arnone

*“THAT Lakehead District School Board:*

1. *Approve the following appointments to the 2015-2016 Parent Involvement Committee effective November 15, 2015 to November 14, 2016:*
  - *Samantha Conway, School Council alternate representative;*
  - *Jennifer DeFranceschi, Parent alternate member;*
  - *Katie Hughdie, School Council representative;*
  - *David Isherwood, Principal representative;*
  - *Donica LeBlanc, Principal alternate representative;*
  - *Michael Otway, Special Education Advisory Committee alternate representative;*
  - *Jason Pilot, Teacher alternate member;*
  - *Laura Prodanyk, Community representative;*
  - *Jesse Roberts, Community representative;*
  - *Laura Sylvestre, Special Education Advisory Committee representative;*
  - *Nicole Walter-Rowan, Teacher representative; and*
  - *Amanda Wilson, Parent member.*

2. *Approve the following appointments to the 2015-2016 and 2016-2017 Parent Involvement Committee effective November 15, 2015 to November 14, 2017:*

- *Nicole Carlson, Parent representative; and*
- *Jennifer Davis, School Council representative.”*

CARRIED

12. Information and Inquiries

12.1 Chair Playford reported that he and Trustees Arnone and Tuchenhagen attended the International Baccalaureate (IB) Programme's Graduation Ceremony on October 10.

13. Adjournment

Moved by Trustee Arnone

Seconded by Trustee Oikonen

*“THAT we do now adjourn at 8:25 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 NOV 10  
Report No. 095-15

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE – Public Session

RE: EQUITY AND INCLUSIVE EDUCATION WORKING COMMITTEE

1. Background

Lakehead District School Board:

- is committed to the principles of equity through inclusive programs, curriculum, services and operations;
- is committed to providing safe, inclusive learning and work environments that are free from inequity, discrimination and harassment; and
- respects the diversity and human rights of all individuals and values the contributions of all members of our school communities and workplaces.

2. Situation

- 2.1 Lakehead Public Schools Equity and Inclusion Working Committee formed in 2004. The committee develops training, resources and partnerships to support the board's diverse school communities.
- 2.2 The mission of the committee is: *to develop awareness, understanding and acceptance of our differences while building an inclusive culture based on the Board's Character Education Values of Acceptance, Empathy, Integrity, Respect, and Responsibility.*
- 2.3 The committee is comprised of representatives from:
- Ontario Principals' Council;
  - Lakehead Elementary Teachers Federation;
  - Ontario Secondary School Teachers' Federation – Teachers Bargaining Unit;
  - Ontario Secondary School Teachers' Federation – Student Support Professionals';
  - Program Department;
  - Administration: Education Officers, Special Education Officer, Human Resources, Superintendents; and
  - The Student Trustee.
- 2.4 Upon review of the current committee membership, the need to invite an elected trustee to join the committee has been identified. An invitation has been extended to trustees to submit a representative and alternate representative through their normal committee selection process.
- 2.5 The committee meets eight to nine times per year. Meetings are held during the day and are approximately two hours in length.

2.6 Some recent activities during 2014-2015 were:

- support for gender neutral washrooms;
- support for Gay Straight Alliances (GSAs);
- policy review and recommendations regarding faith-based literature;
- Harmony Movement workshops for Grade 7 and 8 and secondary students; and
- Equity and Inclusive Education Action Plan.

3. Conclusion

Lakehead Public Schools believes that equity of opportunity and equity of access to programs, services and resources contribute to student success. We promote an inclusive environment where everyone is valued and respected, and where students model the core values of Integrity, Acceptance, Empathy, Respect and Responsibility.

Respectfully submitted,

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 NOV 10  
Report No. 104-15

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE – Public Session

RE: LAKEHEAD PUBLIC SCHOOLS INTERNATIONAL

1. Background

Lakehead District School Board is:

- committed to enriching the learning experience of all students with access to exceptional, specialized and innovative programs;
- dedicated to building relationships with community partners and post-secondary institutions to better our education system and community; and
- committed, through international education, to sharing excellent education opportunities with the world and creating global connections to expand career pathways for all students.

2. Situation

Lakehead Public Schools International (LPSI) has been established as a corporation following approval by the Lakehead District School Board in June 2015. At this time, a Board of Directors must be recruited.

3. Lakehead Public Schools International Board of Directors

- 3.1 The purpose of Lakehead Public Schools International Board of Directors is to advise LPSI on matters relating to the education of international students.
- 3.2 Lakehead Public Schools International Board of Directors will be a two year commitment and will meet a minimum of three times per year. The meetings will be from approximately 11:30 a.m. – 1:00 p.m.
- 3.3 The Board of Directors will be comprised of:
- three members at-large appointed by LPSI with preference given to candidates who are committed to and interested in international studies;
  - one Trustee and one alternate Trustee appointed by the Board;
  - the Superintendent of Education responsible for International Education;
  - the Superintendent of Business;
  - one additional staff member; and
  - LPSI or the Board may provide additional personnel resources to support the work of the Board of Directors.

4. Conclusion

Through their normal committee selection process, trustees are invited to submit a representative and alternate representative to sit on Lakehead Public Schools International Board of Directors.

Respectfully submitted,

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 NOV 10  
Report No. 094-15

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE – Public Session

RE: LEGAL REPRESENTATION FOR 2014-2015

1. Background

The Board's Legal Representation Policy and Procedures #3020 (herewith attached) are designed to assist in the resolution of complex and technical legal matters. This report does not include legal expenses incurred which are to be recovered in the future.

2. Situation

The 2014-2015 legal costs paid from the Director's Legal/Audit account are as follows:

Description	Cost
<b>Cheadles</b> Expenses for personnel and general matters	\$205,211.13
<b>Carrell &amp; Partners</b> Expenses for general matters	11,681.60
<b>Hicks Morley</b> Expenses for general matters	3,511.97
<b>Third Party Costs</b> Expenses for third party matters	3,211.41
<b>Borden Ladner Gervais</b> Expenses for Good Places to Learn loan matters	2,462.63
<b>Peel District School Board</b> Expenses for general matters	557.64
Costs for Document Delivery	365.48
<b>TOTAL</b>	<b>\$227,001.86</b>

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

<b>Year</b>	<b>Total Legal Expenses</b>
2014-2015	227,001.86
2013-2014	176,583.40
2012-2013	215,943.06
2011-2012	277,790.18
2010-2011	389,611.72
2009-2010	263,803.83
2008-2009	121,867.77
2007-2008	83,985.18
2006-2007	98,874.37
2005-2006	159,291.82

Respectfully submitted,

IAN MACRAE  
Director of Education

**LEGAL REPRESENTATION POLICY**

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to Procedures 3020. Any questions related thereto may be directed to the Superintendent responsible.

4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<p><b><u>Cross Reference</u></b></p> <p>_____</p> <p>_____</p>	<p><b><u>Date Approved</u></b></p> <p><b>February, 1979</b></p> <p><b><u>Date Revised</u></b></p> <p><b>June 22, 2010</b></p>	<p><b><u>Legal Reference</u></b></p> <p>_____</p> <p>_____</p>
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**BUSINESS AND BOARD ADMINISTRATION****3000**

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**LEGAL REPRESENTATION PROCEDURES****3020**

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1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

2. Implementation Procedures

- 2.1 If legal representation is deemed necessary, by an employee they should contact their Superintendent, or, if s/he is not available, the Director or any other Superintendent.
- 2.2 Briefly outline the matter to the Superintendent.
- 2.3 The Superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the Superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the Superintendent, in consultation with the Director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the Director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.
- 2.6 The Director files a report annually on the year's activities with respect to use of legal firms.

3. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	<b>February, 1979</b>	_____
_____	<u>Date Revised</u>	_____
	<b>June 22, 2010</b>	

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 NOV 10  
Report No. 089-15

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE – Public Session

RE: 2015-2016 DIRECTOR'S ACTION PLAN

1. Background

1.1 Following the presentation of the 2015-2016 Operational Plan at the Regular Board Meeting held October 27, 2015, the Director's annual Action Plan was developed.

1.3 This document articulates the commitment of the Director of Education to system leadership actions.

2. Situation

The 2015-2016 Director's Action Plan will be provided as a handout.

Respectfully submitted,

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 NOV 10  
Report No. 079-15

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE - Public Session

RE: POLICY DEVELOPMENT: PREVALENT MEDICAL CONDITIONS

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 On April 30, 2015, a memorandum was released by George Zegarac, Deputy Minister of Education informing school boards that Ryan's Law 2015 (Ensuring Asthma Friendly Schools) had been passed by the Ontario Legislature.

2. Situation

- 2.1 The Ministry expects school boards to either adjust their existing policies and procedures or more substantially, create new policies and procedures to reflect the legislative requirements of Ryan's Law 2015.
- 2.2 Administration proposes to release for stakeholder input a draft Prevalent Medical Conditions Policy by February 17, 2016, with input due on March 30, 2016. The revised draft policy would then be brought forward to the April 12, 2016 Standing Committee Meeting for approval.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the development of Prevalent Medical Conditions Policy as indicated in Report No. 079-15.

Respectfully submitted,

LESLIE HYNNES  
Education Officer

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 NOV 10  
Report No. 097-15

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 8013 VISITATION IN THE SCHOOLS AND 8040 TRESPASS TO SCHOOLS

1. Background

- 1.1 On April 28, 2009, the Visitation in the Schools Policy 8013 was revised. On April 27, 2010, the Trespass to Schools Policy 8040 was revised.
- 1.2 At the June 23, 2015 Regular Board Meeting, the Visitation in the Schools Policy 8013 and the Trespass to Schools Policy 8040 were approved for review during the 2015-2016 school year as part of the policy development and review cycle.
- 1.3 On September 23, 2015, the policies and procedures were posted on the board website and distributed to constituent groups for review and comment with input to be received by October 28, 2015.

2. Situation

- 2.1 A committee was formed to review the two policies. Members of the committee included:
  - Coral Charlton, Secondary Principal;
  - Glenn Cunningham, Elementary Principal;
  - Andrea Pugliese, Elementary Principal;
  - Rod Bessel, Manager of Property Services and Transportation;
  - Leslie Hynnes, Education Officer; and
  - Jeff Upton, Education Officer (Chair).
- 2.2 Input was sought from the members of the Special Education Advisory Committee at their October 21, 2015 meeting. There was no other input received.
- 2.3 Upon review of the policies, Administration has determined a need to revoke the existing two policies and incorporate the requirements into a new policy, 8020 Access to Schools.
- 2.4 The new policy is attached as Appendix A and the procedures as Appendix B. The revoked policies are attached as Appendix C and Appendix D.
- 2.5 Upon final approval, 8020 Access to Schools Policy will be distributed according to board procedures.

## RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve 8020 Access to Schools Policy, Appendix A to Report No. 097-15.
2. Revoke 8013 Visitation in the Schools Policy, Appendix C to Report No. 097-15.
3. Revoke 8040 Trespass to Schools Policy, Appendix D to Report No. 097-15.

Respectfully submitted,

JEFF UPTON  
Education Officer

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

**SCHOOL-COMMUNITY RELATIONS****8000***DRAFT - NOVEMBER 10, 2015****ACCESS TO SCHOOL/BOARD PREMISES  
POLICY*****8020****1. Rationale**

- 1.1** *In order for schools to be an integral part of the community and society, access to schools by a wide variety of people is beneficial. The goals of Lakehead District School Board recognize and support the need for community-school involvement.*
- 1.2** *Lakehead District School Board encourages access to the schools and use of school facilities during and after school hours by the community. Schools, however, are a special place for learning. A swift response must be made to those who may wish to disrupt the learning environment or damage school property.*

**2. Policy**

*It is the policy of Lakehead District School Board to ensure that every student, parent/guardian community member, employee, and trustee are safe and welcome on school and board premises, and that employees respond to unauthorized visitors in accordance with relevant legislation and board policy.*

**3. Guiding Principles**

- 3.1** *Lakehead District School Board recognizes that control of access to school premises under its jurisdiction shall be in accordance with the appropriate acts and regulations.*
- 3.2** *This policy applies to all persons accessing school premises under the jurisdiction of the Lakehead District School Board. The board is committed to providing a safe learning and working environment and preserving the integrity of the instructional day.*
- 3.3** *The board endorses and promotes an access to school premises policy and procedures which are consistent with the values, traditions and distinctiveness of public schools.*
- 3.4** *Lakehead District School Board provides protection to all board facilities and property under the appropriate acts and regulations. To facilitate this protection, all staff members are authorized by the board to prohibit entry or direct trespassers to leave the premises as required.*
- 3.5** *Permanent employees of Lakehead District School Board are authorized to act as occupiers and are empowered to act within the legislation with respect to trespassers. Student and casual employees are not authorized to act as occupiers.*

**SCHOOL-COMMUNITY RELATIONS****8000***DRAFT - NOVEMBER 10, 2015****ACCESS TO SCHOOL/BOARD PREMISES  
POLICY*****8020**

- 3.6 *In dealing with incidents of trespassing, employees of Lakehead District School Board should make every attempt to maximize cooperation and minimize confrontation. All employees should follow the procedures as outlined in the Access to School/Board Premises Procedures 8020 document.*
- 3.7 *During a political campaign, candidates or their representatives will not be allowed to campaign during school hours.*
- 3.8 *The use of school facilities outside of school hours by individuals and groups must follow the Use of School Buildings, Facilities, and Grounds Policy 8011.*

**4. Review**

*This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.*

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	<u>Date Revised</u>	
<b>6010 Emergency Evacuation and Emergency School Closure Policy &amp; Procedures</b>		<b>Education Act, Section 305</b>
<b>6070 Video Surveillance Policy &amp; Procedures</b>		<b>Ontario Regulation 474/00</b>
<b>8011 Use of School Buildings, Facilities and Grounds Policy &amp; Procedures</b>		<b>Education Act, Part X, Section 265 (1) (m)</b>
<b>8070 Safe Schools – System Expectations Policy &amp; Procedures</b>		<b>Education Act, Part X, Section 265 (1) (n)</b>
<b>8090 Community/Education Partnerships Policy &amp; Procedures</b>		<b>Education Act, Part II, Section 50(1-3)</b>
<b>Police /School Protocol</b>		<b>Education Act 212 (1)</b>
		<b>Regulation 298, Section 11</b>
		<b>Trespass to Property Act, RSO 1990, c.T.21</b>

**SCHOOL-COMMUNITY RELATIONS****8000***NOVEMBER 10, 2015 - DRAFT****ACCESS TO SCHOOL/BOARD PREMISES  
PROCEDURES*****8020****1. Policy**

*It is the policy of Lakehead District School Board to ensure that every student, parent/guardian, community member, employee, and trustee are safe and welcome on school and board premises, and that employees respond to unauthorized visitors in accordance with relevant legislation and board policy.*

**2. Control of Access**

**2.1** *Lakehead District School Board recognizes that control of access to school premises under its jurisdiction shall be in accordance with the appropriate acts and legislation.*

**2.2** *Access to school premises during non-school hours shall be governed by the appropriate provisions of this procedure and other related procedures of the Lakehead District School Board (i.e., Lakehead District School Board Policy & Procedure 8011 Use of School Buildings, Facilities and Grounds).*

**3. Permission to be on Premises**

*The board recognizes that the following persons are permitted to be on school premises, subject to any lawful restriction:*

- *a person enrolled as a pupil in the school;*
- *a parent, guardian or person having daily care and control of a pupil under age 18 years;*
- *a person employed or retained by the board, as well as board members;*
- *a person who is otherwise on the premises for a lawful purpose (e.g. delivering mail, voting);*
- *a person who is invited by school official(s) to attend an event, a class or a meeting on school premises providing 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 the person is on the premises for that purpose and complies with any restrictions on their attendance.*

**4. Locking of Doors**

**4.1** *The administrator in charge has the authority to lock the school/board premises when the school/board premises are not being used for a purpose authorized by the board.*

**SCHOOL-COMMUNITY RELATIONS****8000***NOVEMBER 10, 2015 - DRAFT****ACCESS TO SCHOOL/BOARD PREMISES  
PROCEDURES*****8020**

- 4.2 *Where practical, access to the school building will be controlled through the locking of doors.*
- 4.3 *School principals will limit access to unauthorized visitors by opening only those doors that are required for the normal conduct of the school.*
- 4.4 *When doors are locked, consideration must be given to emergency access by police, fire, and emergency officials. Signs must be posted on locked doors indicating where to gain access to the school building.*

**5. Signage**

- 5.1 *The principal of each school shall ensure that all entrances to the building are clearly posted with signs advising that visitors report to the school office.*
- 5.2 *Yellow markers will be posted at all normal access points to school premises. Yellow markers mean that entry is limited and persons wishing to use the premises must find out what activities are permitted. Where yellow markers are posted, police officers may arrest any person whom they believe on reasonable and probable grounds is trespassing.*
- 5.3 *Visitors entering Lakehead District School Board buildings and grounds are entitled to clearly stated directives beyond the authorized yellow markers which indicate limited access. To achieve this, the following signage will be implemented.*
- 5.4 **Buildings**
- At all school sites, all normal access points, in addition to yellow markers, will be signed to welcome visitors and request that they report to the main office.*
- 5.5 **Parking Lots**
- Parking lots and bus loading areas will be signed, marked and lined where possible, to identify user eligibility, e.g. students, staff, visitors, buses only. Consistent signage and practices will be used for all sites.*

**6. Office Sign In**

- 6.1 *All persons must report to the school office, state the purpose of their visit, and follow the school's procedure for visitors. A person is not permitted to remain on school premises if the person fails to sign in as required or is denied permission to visit by an authorized person.*

**SCHOOL-COMMUNITY RELATIONS****8000***NOVEMBER 10, 2015 - DRAFT****ACCESS TO SCHOOL/BOARD PREMISES  
PROCEDURES*****8020**

6.2 *A visitors' book for sign-in purposes shall be maintained in each school office.*

7. **Access to Specific Areas**

*Persons authorized to be on school premises are not entitled to have access to all areas of the school premises and may only access areas of the school as permitted by the principal or designate.*

8. **Not permitted to remain on school premises**

*A person, identified in section 3, Permission to be on Premises, is not permitted to remain on school premises if, in the judgment of the principal/designate or another person authorized by the board, their presence is determined to be detrimental to the safety or well-being of persons on the premises.*

9. **Administrator Responsibilities**

*School administration (principals, vice principals and/or designates) will:*

- *implement and maintain a visitor procedure during school hours; and*
- *respond promptly and consistently to staff reports of visitors on the premises. Responses will depend on reported circumstances.*

10. **Trespass to Property**

10.1 *The principal/vice-principal or designate shall exercise the rights of the board as an occupier under the provisions of the Trespass to Property Act, and the appropriate acts and legislation with respect to an individual determined to be in non-compliance with provisions of this policy.*

10.2 *Failure of an individual or individuals to comply with this policy, subsequent to receiving a verbal or written warning from the principal/designate, may result in charges under the Trespass to Property Act, the Education Act or the Access to School Premises Regulation 474/00.*

10.3 *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.*

10.4 *Under the authority of the Education Act, S.305(4), the principal "may direct a person to leave the school premises" if they believe "that the person is prohibited by regulation....from being there".*

**SCHOOL-COMMUNITY RELATIONS****8000***NOVEMBER 10, 2015 - DRAFT****ACCESS TO SCHOOL/BOARD PREMISES  
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- 10.5** *The principal or designate shall direct any person deemed to be in contravention of the Trespass to Property Act, the Education Act or Ontario Regulation 474/00 Access to School Premises to leave the school premises. In dealing with incidents of trespassing, employees of Lakehead District School Board should make every attempt to maximize cooperation and minimize confrontation.*
- 10.6** *If the trespasser refuses to leave, the police shall be called to enforce the law.*
- 10.7** *The principal, on behalf of the Lakehead District School Board, may issue a Trespass Letter to any person who, in the principal's judgement, is detrimental to the physical or mental well-being of the students or staff members, or has failed to report his or her presence according to section 6, Office Sign In, of this procedure. Copies of this letter shall be forwarded to the police and to the Superintendent of Education who supervises the school.*
- 10.8** *A student who has been suspended or expelled shall be denied access to school premises, unless the administrator provides an exemption.*
- 10.9** *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.*
- 10.10** *Failure of an individual or individuals to comply with this policy, subsequent to receiving a verbal or written warning by a school official, may result in charges under the Trespass to Property Act or the Access to School Premises Regulation 474/00.*
- 10.11** *Unauthorized visitors may be charged immediately, without notice, but may, in lieu of charge, be warned using the Trespass Notice Letter (Appendix B). Copies of this letter shall be sent to the appropriate police department, appropriate Superintendent of Education, and maintained on file for a three-year period. 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.*
- 10.12** *Employees shall inform the principal, vice-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 Protocol.*

**SCHOOL-COMMUNITY RELATIONS****8000***NOVEMBER 10, 2015 - DRAFT****ACCESS TO SCHOOL/BOARD PREMISES  
PROCEDURES*****8020****10.13** *It is the responsibility of all school staff to:*

- *report immediately to administration situations where visitors refuse to comply as requested; and*
- *assist with the filing of an incident report.*

**10.14** *Arrival of Police on the Scene*

**10.14.1** *Upon the arrival of police on the scene, administrators must acknowledge that police are in charge of the area affected by the reported offence and must cooperate to the fullest extent possible.*

**10.14.2** *Charges against previously served trespassers and trespassers who are on the premises and who refuse to leave may be laid by the police or any individual who feels they can obtain witnesses to substantiate the charge.*

**10.14.3** *All employees involved in the incident, or witness to the incident, should file an incident report. If the incident results in a court hearing, the information recorded in the incident report is essential. If the incident is considered by the principal to be of a serious nature or if the incident results in a court hearing, a photocopy of the incident report(s) should be sent to the appropriate superintendent.*

**10.15** *Communications with Police*

*Lakehead District School Board will continue to work collaboratively with Thunder Bay Police and the Ontario Provincial Police to monitor and review the implementation of the trespass policy and other related concerns as required.*

*In all incident reporting to police, the extent and clarity of information provided will impact on the ability of police to respond appropriately.*

**10.16** *911 Reportings*

*All 911 reportings must include:*

- *a description of what is happening;*
- *the number of persons involved;*
- *the refusal of persons to identify themselves and/or leave the site; and*
- *the potential for confrontation and violence.*

**SCHOOL-COMMUNITY RELATIONS****8000***NOVEMBER 10, 2015 - DRAFT****ACCESS TO SCHOOL/BOARD PREMISES  
PROCEDURES*****8020****10.17 Trespass Reports (Appendix A)**

*Trespass Reports should include as much of the following information as possible:*

- *a description of the incident;*
- *a description of the offender(s) including:*
  - *physical appearance;*
  - *name, address, telephone, where possible; and*
  - *witnesses' names and addresses.*

**10.18 Trespass Notice (Appendix B)**

**10.18.1** *A supervisory officer, the school principal or vice-principal, or their designate may wish to issue a notice to an individual, warning that their future presence on Lakehead District School Board premises will be considered trespassing.*

**10.18.2** *This notice may be issued to an individual who has repeatedly returned to school after a verbal warning or to an individual who has attempted to disrupt the learning environment.*

**10.18.3** *This trespass notice may be given at the initial incident, or when an individual has returned to the premises after having received a verbal notice, or as part of the procedures for suspensions or retirement from school of a student who has a history of disrupting the learning environment.*

**10.18.4** *Four copies of the trespass notice should be made and distributed as follows: the original to the individual warned, one copy to the area superintendent, one copy to the Chief of the City of Thunder Bay Police Force (City Schools) or Ontario Provincial Police (Rural Schools), and one copy retained for the school files.*

**10.18.5** *The notice is to be completed by the occupier and signed by the recipient or completed by the occupier and sent by registered mail to the recipient.*

**10.19** *The principal shall ensure that the rules regarding school access are communicated to the school community annually.*

**SCHOOL-COMMUNITY RELATIONS****8000***NOVEMBER 10, 2015 - DRAFT****ACCESS TO SCHOOL/BOARD PREMISES  
PROCEDURES*****8020****11. Definitions and Explanations***Definitions and explanations are attached as Appendix C.***12. References***References are attached as Appendix D.***13. Review***These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.*

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
<b>6010 Emergency Evacuation &amp; Emergency School Closure Policy &amp; Procedures</b>	_____	<b>Education Act, Section 305</b>
<b>6070 Video Surveillance Policy &amp; Procedures</b>		<b>Ontario Regulation 474/00</b>
<b>8011 Use of School Buildings, Facilities and Grounds Policy &amp; Procedures</b>		<b>Education Act, Part X, Section 265 (1) (m)</b>
<b>8070 Safe Schools – System Expectations Policy &amp; Procedures</b>		<b>Education Act, Part X, Section 265 (1) (n)</b>
<b>8090 Community/Education Partnerships Policy &amp; Procedures</b>		<b>Education Act, Part II, Section 50(1-3)</b>
<b>Police/School Protocol</b>		<b>Education Act 212 (1)</b>
		<b>Regulation 298, Section 11</b>
		<b>Trespass to Property Act, RSO 1990, c.T.21</b>
	<u>Date Revised</u>	



**TRESPASS TO SCHOOLS INCIDENT REPORT**

**Date of Incident** \_\_\_\_\_ **Time of Incident** \_\_\_\_\_

**Location** \_\_\_\_\_

**Use of School:** \_\_\_\_\_

**Regular**

**Extra-curricular**

**Permit issued to:**

\_\_\_\_\_ **(Name)**

\_\_\_\_\_ **(Group)**

\_\_\_\_\_ **(Address)**

\_\_\_\_\_ **(Telephone)**

**Describe the incident (include the following: chronological order of events, attitude of the offender, type of language used by offenders, the number of people affected by the incident and how they were affected).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe the offender (include appearance, clothing, status, i.e., student, ex-student, etc.).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List below name(s) and address(es) of witness(es), if any.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Were the police called?** \_\_\_\_\_

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Position**

\_\_\_\_\_ **School**

\_\_\_\_\_ **Date**



**TRESPASS NOTICE**

\_\_\_\_\_  
NAME IN FULL OF \_\_\_\_\_  
STREET ADDRESS  
\_\_\_\_\_  
CITY PROVINCE DATE OF BIRTH

**TAKE NOTICE:**

FROM THIS DAY FORTH YOU ARE NOT TO ENTER ON THE LANDS OR PREMISES OF LAKEHEAD DISTRICT SCHOOL BOARD LISTED BELOW:

\_\_\_\_\_

THIS NOTICE GIVEN PURSUANT TO THE TRESPASS TO PROPERTY ACT, R.S.O. 1990, C.T.21

SERVED ON THE \_\_\_\_\_ OF \_\_\_\_\_,  
DAY MONTH

BY \_\_\_\_\_, A PERSON AUTHORIZED BY LAKEHEAD DISTRICT SCHOOL BOARD.

RECEIVED \_\_\_\_\_.

**SECTION 2 OF THIS ACT STATES IN PART THAT:**

EVERY PERSON WHO IS NOT ACTING UNDER A RIGHT OF AUTHORITY CONFERRED BY LAW AND WHO,  
(a) without the express permission of the occupier, the proof of which rests on the defendant,  
(i) enters on premises when entry is prohibited under this Act, or  
(ii) engages in an activity on premises when the activity is prohibited under this Act; or  
(b) does not leave the premises immediately after he or she is directed to do so by the occupier of the premises or a person authorized by the occupier,  
Is guilty of an offence and on conviction is liable to a fine of not more than \$2,000 R.S.O. 1990, c. T.21, s. 2(1)

# Definitions & Explanations

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## *Authorized Person*

*A party empowered to act in an office due to a contract & who is formally and properly empowered to perform specified duties associated with an office or an agreement or contract.*

## *Types of Custody*

*There are two types of custody, legal and physical custody. Legal custody gives one parent the right to make vital decisions regarding the child's education, morality, religious training, discipline, and medical care. Physical custody refers to the actual physical care and control of the child.*

## *Custodial Parent*

*A custodial parent is the parent who has either sole physical custody of the child or the parent with whom the child resides for a majority of the time.*

## *Parenting Terminology*

### *Custody/Access/Parenting/Guardianship/Contact*

*Canadian legislation generally allows the court wide discretion to fashion the kind of order it considers appropriate in the circumstances. The courts can and do order a wide variety of parenting arrangements, both under the Divorce Act and under provincial and territorial legislation. Some examples are:*

- *orders that do not use the terms custody or access at all, but specify when each parent will care for the children and how major decisions about the children will be made (for example, jointly by the parents);*
- *sole custody to one parent with access to the other;*
- *joint custody with primary residence or primary physical care and control to one parent, and physical care and control to the other parent at specified times or at times to be agreed;*
- *joint custody, but with one parent to have ultimate decision-making authority;*
- *shared custody;*
- *joint parental exercise of authority; and*
- *joint guardianship.*

*This section retrieved from Government of Canada Department of Justice*

<http://www.canada.justice.gc.ca/eng/fl-df/fjs-sif/rep-rap/s3.asp>

*October 29, 2015*

## **Occupier**

*“occupier” includes,*

*(a) a person who is in physical possession of premises, or*

*(b) a person who has responsibility for and control over the condition of premises or the activities there carried on, or control over persons allowed to enter the premises, despite the fact that there is more than one occupier of the same premises; (“occupant”)*

*“premises” means lands and structures, or either of them, and includes,*

*(a) water,*

*(b) ships and vessels,*

*(c) trailers and portable structures designed or used for residence, business or shelter,*

*(d) trains, railway cars, vehicles and aircraft, except while in operation. (“lieux”) R.S.O. 1990, c. O.2, s. 1.*

*This section retrieved from Occupiers' Liability Act, R.S.O. 1990, c. O.2*

*October 29, 2015*

## **School & Board Premises**

*includes school and Board buildings and all adjacent Board property, including playgrounds, parking lots, Board-owned vehicles, as well as school buses when being used to transport students to and from school and on school-authorized activities.*

## **Visitor**

*someone who visits a person or place*

### References

Education Act, R.S.O. 1990, CHAPTER E.2 Part II, Section 50(1-3) (Visitors)

Education Act, R.S.O. 1990, CHAPTER E.2 Part VI, Section 212 (Disturbances)

Education Act, R.S.O. 1990, CHAPTER E.2 Part X, Section 265 (1) (m) (Duties of principal)

Education Act, R.S.O. 1990, CHAPTER E.2 Part X, Section 265 (1) (n) (Duties of principal)

Education Act, R.S.O. 1990, CHAPTER E.2 Part XIII, Section 305 (Access to school premises)

Ontario Regulation 474/00 Access to School Premises  
under Education Act, R.S.O. 1990, c. E.2

R.R.O. 1990, REGULATION 298, Section 11 Operations of Schools – General  
under Education Act, R.S.O. 1990, c. E.2

Trespass to Property Act, RSO 1990, c.T.21

Policies and Procedures from the following: Grand Erie District School Board, Halton District School Board, District School Board of Niagara, District School Board Ontario North East, Rainy River District School Board, Simcoe County District School Board, and Upper Grand District School Board.

**SCHOOL-COMMUNITY RELATIONS**

**8000**

**VISITATION IN THE SCHOOLS POLICY**

**8013**

1. Rationale

In order for schools to be an integral part of the community and society, visitation in schools by a wide variety of people is beneficial. The goals of Lakehead District School Board recognize and support the need for community-school involvement.

2. The Policy

It is the policy of Lakehead District School Board to encourage visitation in the schools by the public.

3. Guidelines

3.1 The visitation of individuals and groups in the school will be guided by the discretion of the principal.

3.2 During a political campaign, candidates or their representatives will not be allowed to campaign during school hours.

3.3 The use of school facilities outside of school hours by individuals and groups must follow the 8011 Use of School Buildings, Facilities, and Grounds Policy.

4. Review

This policy will be reviewed in accordance with Policy Development and Review Policy 2010.

<u><b>Cross Reference</b></u>	<u><b>Date Approved</b></u>	<u><b>Legal Reference</b></u>
=====	<u>June, 1978</u>	<u>Ed. Act, 1974</u>
=====	<u><b>Date Revised</b></u>	=====
	<u>April 28, 2009</u>	

**SCHOOL-COMMUNITY RELATIONS**

**8000**

**VISITATION IN THE SCHOOLS PROCEDURES**

**8013**

1. The Policy

It is the policy of Lakehead District School Board to encourage visitation in the schools by the public.

2. Implementation Procedures

2.1 ~~Implementation procedures shall be at the discretion of the Principal.~~

*“It is the duty of a principal of a school...to refuse to admit to the school or classroom a person whose presence in the school or classroom would, in his judgement, be detrimental to the physical or mental well-being of the pupils.”  
(The Education Act, S.265 (1) (m).)*

2.2 ~~The visitation of individuals and groups in the school will be guided by the discretion of the Principal.~~

2.3 ~~During a political campaign, candidates or their representatives will not be allowed to campaign during schools hours.~~

2.4 ~~The use of school facilities outside of school hours by individuals and groups must follow the 8011 Use of School Buildings, Facilities, and Grounds Policy.~~

<p><b><u>Cross Reference</u></b></p> <p>=====</p> <p>=====</p>	<p><b><u>Date Received</u></b></p> <p><u>June, 1978</u></p> <p><b><u>Date Revised</u></b></p> <p><u>April 28, 2009</u></p>	<p><b><u>Legal Reference</u></b></p> <p><u>Education Act, 1974</u></p> <p><u>Section 49</u></p> <p><u>Section 230 (M)</u></p>
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**SCHOOL-COMMUNITY RELATIONS**

**8000**

**TRESPASS TO SCHOOLS POLICY**

**8040**

1. Rationale

~~Lakehead District School Board encourages visitation in the schools and use of school facilities during and after school hours by the community. Schools, however, are a special place for learning. A swift response must be made to those who may wish to disrupt the learning environment or damage school property.~~

2. The Policy

~~It is the policy of Lakehead District School Board to ensure that our facilities and property are used in a manner that is beneficial to the students and community. Lakehead District School Board and its employees will deter and may prosecute those who jeopardize the learning environment.~~

3. Definitions

3.1 ~~Premises – lands and structures.~~

3.2 ~~Occupier – a person who has physical possession of the premises; or a person who has control over the conditions of the premises, entrance to the premises, and activities there carried on. ‘The Trespass to Property Act’ gives this authority to school boards. Boards may extend this authority to employees.~~

3.3 ~~Trespassing – an offence under ‘The Trespass to Property Act’. An offence is committed where:~~

a) ~~a person who has no legal right to do so enters on a school site when entry is prohibited by signs or other notice(s);~~

b) ~~a person engages in an activity on a school site where the activity is prohibited by signs, markings or other notices; and/or~~

c) ~~a person, who has no legal right to remain, has been directed by an occupier to leave the school site and does not do so.~~

4. Guidelines

4.1 ~~All employees of Lakehead District School Board are authorized to act as occupiers and are empowered to act within the legislation with respect to trespassers.~~

4.1.1 ~~Student employees and casual employees are not authorized to act as occupiers.~~

**SCHOOL-COMMUNITY RELATIONS**

**8000**

**TRESPASS TO SCHOOLS POLICY**

**8040**

- 4.2 In dealing with incidents of trespassing, employees of Lakehead District School Board should make every attempt to maximize cooperation and minimize confrontation. All employees should follow the procedures as outlined in the 8040 Procedures.
- 4.3 A supervisory officer, the school principal or vice principal, or his or her designate, may wish to issue a written notice, warning an individual against trespassing on the premises of Lakehead District School Board. The procedures for issuing this warning, as well as a sample warning letter, are included in the 8040 Procedures.
- 4.4 'The Trespass to Property Act' authorizes occupiers to limit access to premises or to prohibit specific activities by means of markers.
  - 4.4.1 Yellow markers limiting entry will be posted at all normal entrances to school premises.
  - 4.4.2 Procedures for obtaining and posting these markers are outlined in the Procedures 8040.

5. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<del>7030 Harassment &amp; Human Rights</del> <del>8070 Safe Schools - System Expectations</del> <del>7040 Violence in the Workplace</del> <del>8070B Maintaining Employee Safety while delivering Special Education Services</del> <del>8073 Dress Code</del> <del>8074 Safe Schools - Suspension of Students</del> <del>8075 Safe Schools - Expulsion of Students</del>	January 18, 1983  <u>Date Revised</u> September 5, 1995 April 27, 2010	<del>Trespass to Property Act</del>  <del>Education Act 51 and 236 (P)</del>  <del>Ministry Memorandum 1980 - 81:20</del>

**SCHOOL-COMMUNITY RELATIONS****8000****TRESPASS TO SCHOOLS PROCEDURES****8040**~~1. The Policy~~

~~It is the policy of Lakehead District School Board to ensure that our facilities and property are used in a manner that is beneficial to the students and community. Lakehead District School Board and its employees will deter and may prosecute those who jeopardize the learning environment.~~

~~2. Dealing with Trespassers on the Premises~~

~~In dealing with incidents of trespassing, employees of Lakehead District School Board should make every attempt to maximize cooperation and minimize confrontation. The recommended procedure for dealing with trespassers is outlined below:~~

~~UNDER NO CIRCUMSTANCES ARE STAFF EXPECTED OR ENCOURAGED TO CHALLENGE VISITORS TO THE POINT OF CONFRONTATION.~~

~~2.1 Staff Responsibilities Regarding Visitors on the Premises~~

~~2.1.1 greet visitors on the premises and introduce themselves as staff;~~

~~2.1.2 confirm with visitors that they have reported to the main office;~~

~~2.1.3 ask visitors to report to the main office;~~

~~2.1.4 report immediately to administration situations where visitors refuse to comply as requested. Details should include, if possible:~~

- ~~• Location;~~
- ~~• name(s);~~
- ~~• physical description(s);~~
- ~~• action(s) of the visitor(s) on being requested to report to the main office; and~~
- ~~• witnesses. and~~

~~2.1.5 assist with the filing of an incident report.~~

~~2.2 School Administration Responsibilities Regarding Visitors on the Premises~~

~~School administration (principals, vice principals and/or designates) will:~~

~~2.2.1 at all secondary school sites, implement and maintain a visitor pass procedure during school hours;~~

~~2.2.2 at all secondary school sites, budget for the operating expenses of appropriate remote telecommunications equipment for staff use in reporting from remote locations (bus loading zone, parking lots, grounds, etc.); and~~

**SCHOOL-COMMUNITY RELATIONS**

**8000**

**TRESPASS TO SCHOOLS PROCEDURES**

**8040**

~~2.2.3 at all sites, respond promptly and consistently to staff reports of visitors on the premises. Responses will depend on reported circumstances, but should fall within the following guidelines.~~

~~2.2.3.1 Identified Individuals Who Leave the Premises~~

- ~~• document the incident as per Procedures 8040;~~
- ~~• issue a trespass notice as per Procedures 8040; and~~
- ~~• notify the police (copy of Trespass Report).~~

~~2.2.3.2 Unidentified Individuals Who Leave the Premises~~

- ~~• document the incident as per Procedures 8040; and~~
- ~~• notify the police.~~

~~2.2.3.3 Identified or Unidentified Individuals Who Refuse to Leave the Premises (Trespassers)~~

- ~~• contact the police (911);~~
- ~~• assume responsibility for such actions as:~~
  - ~~• isolating an area; and~~
  - ~~• restricting student/staff movement.~~
- ~~• meet the police; and~~
- ~~• document the incident as per Procedures 8040.~~

~~2.3 Arrival of Police on the Scene~~

~~2.3.1 Upon the arrival of police on the scene, administrators must acknowledge that police are in charge of the area affected by the reported offence and must cooperate to the fullest extent possible.~~

~~2.3.2 Charges against previously served trespassers and trespassers who are on the premises and who refuse to leave may be laid by the police or any individual who feels he/she can obtain witnesses to substantiate the charge.~~

~~2.4 All employees involved in the incident, or witness to the incident, should file an incident report. If the incident results in a court hearing, the information recorded in the incident report is essential. If the incident is considered by the principal to be of a serious nature or if the incident results in a court hearing, a photocopy of the incident report(s) should be sent to the zone superintendent.~~

**SCHOOL-COMMUNITY RELATIONS****8000****TRESPASS TO SCHOOLS PROCEDURES****8040****3. Communications with Police**

In all incident reportings to Police, the extent and clarity of information provided will impact on the ability of police to respond appropriately.

**3.1 911 Reportings**

All 911 reportings must include:

3.1.1 a description of what is happening;

3.1.2 the number of persons involved;

3.1.3 the refusal of persons to identify themselves and/or leave the site; and

3.1.4 the potential for confrontation and violence.

**3.2 Trespass Reports (Appendix A)**

Trespass Reports should include as much of the following information as possible.

3.2.1 a description of the incident;

3.2.2 A description of the offender(s) including:

- physical appearance;
- name, address, telephone, where possible; and
- witnesses' names and addresses.

**3.3 Joint Lakehead Board/Thunder Bay Police Liaison Committee**

Lakehead District School Board will initiate a joint liaison committee with appropriate representation from both the Lakehead Board and Thunder Bay Police. The committee will meet at least twice annually to monitor and review the implementation of the Trespass Policy and other related and mutual concerns. The Director of Education will be responsible for calling the meetings of the joint liaison committee. The coterminous Board will be invited to participate.

**4. Trespass Notice**

4.1 A supervisory officer, the school principal or vice-principal, or his/her designate may wish to issue a notice to an individual, warning that his/her future presence on Lakehead District School Board premises will be considered trespassing.

4.2 This notice may be issued to an individual who has repeatedly returned to school after a verbal warning or to an individual who has attempted to disrupt the learning environment.

**SCHOOL-COMMUNITY RELATIONS****8000****TRESPASS TO SCHOOLS PROCEDURES****8040**

- 4.3 — This trespass notice may be given at the initial incident, or when an individual has returned to the premises after having received a verbal notice, or as part of the procedures for suspensions or retirement from school of a student who has a history of disrupting the learning environment.
- 4.4 — Four copies of the trespass notice should be made and distributed as follows: the original to the individual warned, one copy to the area superintendent, one copy to the Chief of the City of Thunder Bay Police Force (City Schools) or Ontario Provincial Police (Rural Schools) and one copy retained for the school files.
- 4.5 — The notice is to be completed by the occupier and signed by the recipient or completed by the occupier and sent by registered mail to the recipient.
- 4.6 — A copy of the trespass notice is included (Appendix B).

**5. — Signage**

- 5.1 — Yellow markers will be purchased and posted by the Business and Plant Department at all normal access points to school premises. Yellow markers mean that entry is limited and persons wishing to use the premises must find out what activities are permitted.
- 5.1.1 — Where yellow markers are posted, police officers may arrest any person whom they believe on reasonable and probable grounds is trespassing.
- 5.2 — Visitors entering Lakehead District School Board buildings and grounds are entitled to clearly stated directives beyond the authorized yellow markers which indicate limited access. To achieve this, the following signage will be implemented.

**5.2.1 — Buildings**

- 5.2.1.1 At all secondary school sites, all normal access points, in addition to yellow markers, will be signed: "Welcome. Please pick up a visitor's pass at the main office."
- 5.2.1.2 At all elementary school sites, all normal access points, in addition to yellow markers, will be signed to welcome visitors and request that they report to the main office.

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5.2.2 Parking Lots

5.2.2.1 Secondary School parking lots and bus loading areas will be signed, marked and lined where possible, to identify user eligibility, e.g., staff, students, visitors, buses only. Consistent signage and practices will be used for all secondary sites.

5.2.2.2 Secondary School parking lots will be signed to indicate:

- accessibility parking;
- reserved parking areas;
- no parking areas; and
- traffic directional flow.

5.3 Thunder Bay Police are granted authority to patrol parking lots and to enforce all Lakehead Board regulations and City of Thunder Bay by-laws.

6. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<u>Policy &amp; Procedures:</u> 7030 Personal and Sexual Harassment 8070 Safe Schools – System Expectations 8071 Employee Protection 8072 Maintaining Employee Safety While — Delivering Special Education Services 8073 Dress Code 8074 Safe Schools – Suspension of Students 8075 Safe Schools – Expulsion of Students	January 18, 1983  <u>Date Revised</u> September 5, 1995  Reviewed by: 1988 ————— 2000	<u>Trespass to Property Act</u>  <u>Education Act</u> 51 and 236 (P)  <u>Ministry Memorandum</u> 1980 – 81:20



# Lakehead Public Schools

## TRESPASS TO SCHOOLS INCIDENT REPORT

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_  
of Incident \_\_\_\_\_

Location \_\_\_\_\_

Use of School: \_\_\_\_\_ Regular

\_\_\_\_\_ Extra-curricular

\_\_\_\_\_ Permit issued to: \_\_\_\_\_ (Name)

\_\_\_\_\_ (Group)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Telephone)

Describe the incident (include the following: chronological order of events, attitude of the offender, type of language used by offenders, the number of people affected by the incident and how they were affected).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the offender (include appearance, clothing, status, i.e., student, ex-student, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List below name(s) and address(es) of witness(es), if any.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were the police called? \_\_\_\_\_

\_\_\_\_\_ Signature

\_\_\_\_\_ Position

\_\_\_\_\_ School

\_\_\_\_\_ Date



**TRESPASS NOTICE**

\_\_\_\_\_  
NAME IN FULL OF \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY PROVINCE \_\_\_\_\_  
DATE OF BIRTH

**TAKE NOTICE:**

FROM THIS DAY FORTH YOU ARE NOT TO ENTER ON THE LANDS OR PREMISES OF LAKEHEAD DISTRICT SCHOOL BOARD LISTED BELOW:

\_\_\_\_\_

THIS NOTICE GIVEN PURSUANT TO THE TRESPASS TO PROPERTY ACT, CHAPTER 511, P.S.O. 1980,

SERVED ON THE \_\_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_  
DAY MONTH

BY \_\_\_\_\_, A PERSON AUTHORIZED BY LAKEHEAD DISTRICT SCHOOL BOARD.

RECEIVED \_\_\_\_\_

**SECTION 2 OF THIS ACT STATES IN PART THAT:**

EVERY PERSON WHO IS NOT ACTING UNDER A RIGHT OF AUTHORITY CONFERRED BY LAW AND WHO ENTERS ON A PREMISES WHEN ENTRY IS PROHIBITED UNDER THIS ACT IS GUILTY OF AN OFFENCE AND ON CONVICTION IS LIABLE TO A FINE OF NOT MORE THAN \$1,000.00.