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# SCHOOL-COMMUNITY RELATIONS

8000

## ACCESS TO SCHOOL/BOARD PREMISES PROCEDURES

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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 & Procedures 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.

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.

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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.

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.

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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".
- 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

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- 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.
- 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.

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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.

#### 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.

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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.

11. Definitions and Explanations

Definitions and explanations are attached as Appendix C.

12. References

References are attached as Appendix D.

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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>November 24, 2015</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>	