

Administrative Procedures Manual	Administrative Procedure 169
	Trespassing and Loitering in Schools
	APPROVED: September 1, 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 197, 222, 256 Education Act Petty Trespass Act Section 41, 42, 175 and 430 Criminal Code of Canada

Background

The Division has a moral and legal responsibility to develop procedures whereby schools are operated in a safe manner for students and staff and to ensure that access to Division property and buildings by members of the public is granted in a safe manner and at an appropriate time, to promote a positive learning environment, to minimize disruptions and to ensure the protection of Division property.

All individuals, adults and students are expected to treat each other with respect, dignity and courtesy, and conduct themselves in a manner that will promote order, safety and security for all. No person shall enter in or onto Division schools, property or any premises used or owned by the Division except in accordance with the access procedures for each school, property or premises. The Principal or designate, or other designated Division employees, are authorized to maintain order on all school properties and at all school events.

Procedures

1. When school is in session, or during operational hours, no person shall remain on Division property without the permission of the Principal or designate.
2. All visitors to Division schools shall report their presence to the school office or to the site supervisor upon arriving.
3. Any visitor on Division property shall comply with any request from a member of the school staff to identify themselves, state their purposes for being on the property and follow directions of the staff member if they are disturbing the normal operations and proceedings of the school.
4. No person shall perform any act or deed on Division property, which proves to be a nuisance to Division staff, either at a school or other Division property, or to any neighbouring properties.
5. Loitering on Division property when school is in session is forbidden.
6. Any person interrupting or disturbing a school, or a school function, wherever it is held shall be directed to leave the premises by the Principal or designate. Should the person fail to adhere to the access procedure, or fail to leave when directed, the Principal or designate, may determine that it is necessary to file a complaint with the appropriate police authorities relating to trespass or to causing a disturbance or interruption of the proceedings of a school or an official school function.

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7. In the event that a person is found on the school property without following the access procedures for the school property, staff members shall advise the person of the correct access procedure for that property and ask that they comply with the procedure by reporting to the office or, if appropriate, ask that they leave the property.
8. The person so directed to leave shall not enter on the premises again unless prior approval is given by the Principal or person authorized to give that approval.
9. Failure to comply with these procedures, or a failure to comply with a direction from a Principal or designate or other authorized person to leave or refrain from entering Division property is a contravention of Board policy and may result in a complaint and prosecution under applicable legislation, including the Petty Trespass Act and Education Act.
10. The safety and security of students and staff is paramount in any situation. Force or physical contact shall be used by Division personnel only in exceptional circumstances where the safety and security of students or staff is being threatened.
11. No person shall drive, operate or ride any motorized vehicle on or over any Division property except on a roadway or parking lot provided for that purpose. In special circumstances individuals may need to access other areas of the school property with motorized vehicles. In these circumstances prior approval must be obtained from the Principal or designate.
12. Vehicles must be parked on Division property only in designated parking areas for the purposes of conducting business or affairs pertaining to the school.
13. Any suspicious incidents shall be promptly reported to the RCMP, site supervisor and Division Office.
14. The Principal or designate shall, to the extent possible, maintain a record of names, dates and times of incidents of unauthorized accesses to Division property.
15. The Principal or designate may post a warning letter to any person who commits an unauthorized access to Division property, notifying the person to refrain from entering Division property (Notification of Unauthorized Access to Division Property [Form 169-1 - General](#) and [Form 169-2 - Student](#)).