

Administrative Procedure 795

TRESPASSING OR INTERRUPTING SCHOOL OR DIVISION PROCEEDINGS

Background

The Division recognizes the education and safety of students and staff as an absolute priority. While Division schools and facilities are public places, they are not public in the same sense as a park, roadway, or shopping mall. Any persons who enter school grounds or buildings at any time without permission or reasonable excuse may be considered to be trespassers.

The *Education Act*, Section 256 states:

No person shall:

- a. Disturb or interrupt the proceedings of a school or Division-related function.
- b. Disturb or interrupt the proceedings of a school meeting or Board meeting.
- c. Loiter or trespass in a school building or on property owned by the Division.
- d. Conduct themselves in a manner detrimental to the safe operation of a school.

Procedures

1. Appropriate signage shall be posted in the main entrances of all Division Facilities clearly stating that all visitors are to report to the office or main reception.
2. The Principal/Site Administrator is to verbally advise trespassers that they are considered to be trespassers and ask them to leave the premises immediately.
3. If they refuse to comply, they are to be advised that action will be taken against them if they do not leave at once and that any further entry onto the school grounds or into the buildings will be reported to the proper authorities.
4. If any trespassers refuse to leave or if they leave when requested but re-appear on another day, the police are to be called to remove the trespassers.
5. If the police are not available but immediate action is required because school proceedings are being disrupted, as in such extreme cases as fights, or damage being inflicted on school property, the Principal/Site Administrator can remove the trespasser. No more force than is necessary shall be used when evicting a trespasser.

6. Once a trespasser has been evicted, the Principal/Site Administrator may take further action by pressing charges and shall advise the Superintendent.

Reference: Education Act 197, 222, 256 Petty Trespass Act Section 41, 42, 171, 235 Criminal Code of Canada	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.