



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Business and Administrative Services

- Property and Facilities Services

Regulation: TRESPASS – UNLAWFUL USE OF
BOARD PROPERTY – ANTI-TRESPASS
ORDERS

Regulation Code: BA-6.6.2

Policy Code Reference: BA-6.6

Page 1

These administrative regulations are written in accordance with Board Policy No. BA-6.6, Trespass – Unlawful Use of Board Property.

The school principal has the authority to issue an anti-trespass order excluding an individual(s) from Kawartha Pine Ridge District School Board property. A person is not permitted to remain on school premises if his or her presence is detrimental to the safety or well-being of a person on the premises, in the judgment of the principal, vice-principal or another person authorized by the Board to make such a determination. This authority is based upon the Education Act, Section 265(m).

Consultation may occur with the supervisory officer prior to the issuing of a trespass notice. If required, other appropriate Board staff and legal counsel may be utilized prior to issuing a trespass letter. Trespass letters can be rescinded at any time at the discretion of the principal.

1. A trespass advisory letter may be issued prior to a trespass letter if the primary objective is to put an individual on notice that his or her words and/or actions are inappropriate.
2. A trespass advisory letter should reference the following information:
 - 2.1 the date, time and location(s) of the occurrence;
 - 2.2 the individual's specific words and actions;
 - 2.3 the specific roles and responsibilities of the individual providing the letter;
 - 2.4 steps that may be considered for future similar conduct; and
 - 2.5 the principal's desire to work cooperatively with the individual.
3. The following information shall be included in the written trespass order:
 - 3.1 the name and address of the person being excluded;
 - 3.2 the reason(s) upon which the order is being issued;

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services

• Property and Facilities Services

Regulation: TRESPASS – UNLAWFUL USE OF
BOARD PROPERTY – ANTI-TRESPASS
ORDERS – continued

Regulation Code: BA-6.6.2
Policy Code Reference: BA-6.6
Page 2

- 3.3 the specific property(ies) from which the person is being excluded;
 - 3.4 the duration of the anti-trespass order (e.g. fixed period, open ended);
 - 3.5 the process by which the individual should communicate with school personnel, should communication be necessary; and 2.6 reference both the Trespass to Property Act and the Access to School Premises Regulation.
4. A copy of the written order shall be provided to the appropriate superintendent.
 5. When issuing a trespass notice, the principal shall:
 - 5.1 where safe, serve the order personally, in the presence of an adult witness;
 - 5.2 if possible, read the notice to the person named in the order;
 - 5.3 record the time, date, location, and witnesses following serving of the anti-trespass notice;
 - 5.4 if unable to personally serve the order, serve the order by receiptable mail and retain a copy of the postal registration receipt;
 - 5.5 send a copy of the order to the local police department; and
 - 5.6 retain a written copy of the notice at the school.
 6. If a trespass notice is broken, the principal shall:
 - 6.1 call the local police department;
 - 6.2 advise the appropriate superintendent when appropriate; and
 - 6.3 when police arrive, provide the investigating officer with a copy of the anti-trespass order previously serviced.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services

- **Property and Facilities Services**

**Regulation: TRESPASS – UNLAWFUL USE OF
BOARD PROPERTY – ANTI-TRESPASS
ORDERS – continued**

Regulation Code: BA-6.6.2

Policy Code Reference: BA-6.6

Page 3

7. Any individual(s) that has received an anti-trespass order shall refrain from entering the school property as described on the order until:

7.1 the order expires, or

7.2 the principal decides to rescind the order after an interview with the individual(s).

This decision shall be provided in writing to the individuals.