



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: TRESPASS

POLICY NO: S.S.14

Date Approved: August 27, 2015	Review Cycle: May 2024	Dates of Amendment: December 6, 2011; September 11, 2014; August 27, 2015; May 6, 2019
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Cross Reference:

- *Trespass to Property Act*
- O. Reg.474/00, Access to School Premises
- S.S. 04 Access to School Premises

Purpose

This policy affirms the need for students, teachers and other staff to feel safe in their school community. The purpose of this policy is to outline the steps followed in those circumstances where an individual may be trespassing on school property. The policy also describes an appeal process available to an individual who wants to contest a trespass notice.

Scope and Responsibility

This Policy extends to all students, staff, visitors, or other individuals accessing or seeking access to Toronto Catholic District School Board schools or other TCDSB premises. The Director of Education, supported by the Superintendent of Safe Schools and school principals, is responsible for this policy



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Alignment with MYSP:

Living Our Values

Fostering Student Achievement and Well Being

Inspired and Motivated Employees

Strengthening Public Confidence

Policy

All Toronto Catholic District School Board personnel are authorized by the Board of Trustees to exercise the rights and responsibilities of the Board as a person who has responsibility for, and control over, Board premises for the purposes of the provisions of the *Trespass to Property Act*.

Regulations

1. The Toronto Catholic District School Board is committed to ensuring that schools be an example of Christian Community that promote, maintain, and encourage responsibility, respect, civility, equity, inclusivity, academic excellence, and well-being in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted, and is supported through a whole-school approach. The Trespass Policy will be applied in a manner consistent with the TCDSB's Catholic values.



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2. The principal, teachers and support personnel shall safeguard the students in regard to trespassers on school property.
3. Unknown visitors will be requested to produce proper identification as per Policy S.S. 04 Access to School Premises and to follow locally established school visitor procedures.
4. 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, a vice-principal or another person authorized by the board to make such a determination. Failure to leave the premises when asked will result in the visitor being considered a trespasser.
5. A person is not permitted to remain on school premises if a policy of the board requires the person to report his or her presence on the premises in a specified manner and the person fails to do so. Failure to leave the premises when asked will result in the visitor being considered a trespasser.
6. Under the authority of the *Trespass to Property Act*, a trespass notice may be issued to a student when the student is under court order, police conditions, a school suspension or expulsion which prohibits the student from being on school property.



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7. A person identified as a trespasser shall be warned and asked to leave the property by the principal, vice-principal, or another person authorized by the Board as a person who has responsibility for, and control over, the condition of Board premises or the activities being carried on at Board premises.
8. If the trespasser does not leave the property when directed to, police will be contacted.
9. Where the identity and address of the trespasser is known and the Principal does not wish the individual to re-enter Board premises, the superintendent shall be consulted and a "Trespass Notice" may be sent by the school principal or designated official.
10. A Principal shall consider issuing a "Cease and Desist Letter" to a person prior to issuing a Trespass Notice. A Cease and Desist Letter may be a sufficient response to encourage the person to stop acting in a way that is detrimental to the safety or well-being of other persons on the premises.
11. Where a Trespass Notice is sent, a copy shall be retained at the workplace and a copy shall be forwarded to the local police division.
12. When a Trespass Notice has been issued, the Principal will review the issues that gave rise to the Trespass Notice being issued and make a determination



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whether present circumstances warrant the Trespass Notice being rescinded. The Principal will conduct such review once every ninety (90) days after the Trespass Notice was issued.

13. A record of any trespassing notices will be kept by the Principal and by the Safe Schools Department. The Safe Schools Department will present a quarterly update report to the Board of Trustees.

14. An individual who wishes to appeal a trespass notice has available the following appeal process. The appeal process must be followed in the order prescribed:
 - i. The trespasser will write to with the school principal and provide reasons why the trespass notice should be rescinded. The principal will respond within 14 days upon receipt of the notice of appeal.
 - ii. If the principal does not agree to rescind the trespass notice, the trespasser may communicate verbally or in writing with the school superintendent, advising why the trespass notice should be rescinded. The school superintendent will discuss the appeal with the school principal.
 - iii. If the principal after consulting with the superintendent does not rescind the trespass notice, the trespasser may communicate verbally or in writing with the Associate Director of Education. The Associate



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Director will discuss the appeal with the school superintendent.

- iv. The Associate Director of Education will discuss the appeal with the Director of Education, as required.

At every stage of the appeal process, the views of both the school principal and the individual subject to the trespass notice will be considered.

The school principal, after having given reasonable consideration to the basis of the appeal and the advice of the area superintendent, (and the Associate Director, where applicable), will render a decision within two business days of receipt of the notice of appeal.

15. Members of the public charged with trespassing on school property, as per our Trespass Policy, may make a delegation to the Board of Trustees.

Definitions

School Climate

The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviors and interactions.



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Metrics

1. Annual Safe Schools Climate surveys administered to representative groups of TCDSB students.
2. Anonymous school climate surveys conducted with parents and staff at least every two years.
3. Safe Schools data: Reporting Forms – Part I, Trespass Notices, Violent Incidents Form.