

Adopted	June, 2001
Last Revised	June, 2018
Review Date	June, 2023

ACCESS TO SCHOOL PREMISES AND OTHER BOARD BUILDINGS

1) PURPOSE

Hastings and Prince Edward District School Board is committed to providing a welcoming, orderly and safe environment for its students, staff members, to the parents and community. In order for individuals to enter or remain on school premises or other board buildings on a certain day or at a specific time, they must be authorized by the Education Act and its attendant Regulations, or by district administrative procedures.

2) PROCEDURES

- a) Visitors are required to report to the school office or reception area upon entry. Appropriate signage must be on the main entrance doors of the school or other board building.
- b) All schools and other HPEDSB buildings shall maintain a visitors' book. All visitors are required to sign in/out upon entry and exit.
- c) The principal may refuse to admit to the school or classroom a person who fails to report to the school office or whose presence in the school or classroom would, in the principal's judgement, be detrimental to the physical or mental well-being of the students or staff.
- d) Hastings and Prince Edward District School Board, in accordance with the *Education Act* and its attendant Regulations and the *Trespass to Property Act*, has all the rights and duties of an occupier in with respect to school sites or other board buildings. Therefore, every person who is not acting under a right or authority conferred by law and who, without the express permission of the director of education or designate:
 - i) enters into an activity on premises when entry is prohibited; or
 - ii) engages in an activity on premises when the activity is prohibited; or
 - iii) does not leave the premises immediately after directed to do so by the director of education or designate;
 is guilty of an offence.

- 3) Hastings and Prince Edward District School Board or its agents may initiate legal proceedings to effect the removal of the person from the school site or other HPEDSB buildings/sites.
- 4) In cases where the principal will not be in the school, another staff member may be named to act as the principal's designate.
- 5) The principal or designate shall, in a polite and firm manner, direct any person deemed to be in contravention of the *Trespass to Property Act* or *Ontario Regulation 471/07 Access to School Premises* to leave the school premises.

- 6) If the trespasser refuses to leave, the police shall be called to enforce the law.
- 7) The principal, on behalf of Hastings and Prince Edward District School Board, may issue a trespass letter to any person who, in the principal's judgement, is detrimental to the physical or mental well-being of the students or staff members, or has failed to report his or her presence according to subsection 2 a) of this administrative procedure. Copies of this letter shall be forwarded to the police. The trespass letter must be served in person or by registered mail.
- 8) A student who has been suspended or expelled shall be denied access to school premises, unless the student is attending a program for suspended or expelled students that is located on the school premises.

Legal references

- *Education Act*, paragraph 265 (1) (m) Access to School or Class; paragraph 265 (1) (n) Visitor's Book; Part XIII Behaviour, Discipline and Safety
- *Ontario Regulation 471/07* Access to School Premises
- *Trespass to Property Act*
- Policy/Program Memorandum No. 141 School Board Programs for Students on Long-Term Suspension
- PPM No. 142 School Board Programs for Expelled Students

District references

[Reference documents can be found online](#)

- Administrative Procedure 149: Safety and Well-Being of Students and Staff
- Administrative Procedure 163: Contracting External Agencies for the Provision of Regulated Social and Health Services for Students with Special Needs
- Administrative Procedure 378: Student Discipline, Bullying and Conflict Prevention and Intervention
- Administrative Procedure 538: Signage: Restricted Access and Ban on Smoking
- Administrative Procedure 540: Community Use of Schools