8.44 A: Trespassers – Sample Letters

SAMPLE 1: STUDENT FROM ANOTHER SCHOOL TRESPASSING

Date

Dear Parent(s) / Guardian(s) of …..

Based on the incident on (date) and pursuant to Section 231(2) of the Public Schools Act, I wish to advise you of the following: *no person shall (a) disturb or interrupt a school or any activity of a school by his or her actions on school premises or in close proximity to school premises; or, (b) trespass on school premises*.

This shall give you notice that as your child (name of student) is not a student at (name of school), (he or she) is prohibited from entering the school building, school grounds and school parking lot.

Should (he or she) be found on school premises, action will be taken in accordance with the provision of the Public Schools Act, which, if found guilty, provides for a fine that is not to exceed $5,000.00. We will be in immediate contact with the RCMP should this occur.

Yours truly,
(Principal)
(name of school)

SAMPLE 2: PARENT CAUSING DISTURBANCE (SWEARING, THREATENING)

Date

Dear (name of parent),

Based on the incident on (date) and pursuant to Section 231(2) of the Public Schools Act, I wish to advise you of the following: *no person shall (a) disturb or interrupt a school or any activity of a school by his or her actions on school premises or in close proximity to school premises; or, (b) trespass on school premises.*

This shall give you notice that from this point forward, you must contact me at the school and pre – arrange to be on the school premises for any reason. Showing up and seeking permission is not acceptable. You must phone or email ahead of time and seek approval. This is in effect until further notice.

Should you be found on school premises, without prior approval from myself, action will be taken in accordance with the provision of the Public Schools Act, which, if found guilty, provides for a fine that is not to exceed $5,000.00. We will be in immediate contact with the RCMP should this occur.

Yours truly,
(Principal)
(name of school)