



## Trespassers

### Administrative Procedure 8.44

**Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17**

**Legal Reference: Public Schools Act, Safe Schools Charter**

**Date Adopted: April 2005**

**Date Amended: September 2006; March 2010; May 2018**

Trespassing on school premises is prohibited.

Evergreen School Board authorizes principals or designates to direct any person to leave the school premises who is causing a disturbance or interruption, trespasses or is present for a purpose not reasonably associated with the normal functioning of the school. Once directed to leave school premises, the person shall leave immediately. If problem escalates, RCMP should be contacted.

If Principals are concerned about a person or persons returning, and possibly causing similar issues,

- they may issue a “no unauthorized entry” letter stating that person may not enter school premises without prior approval from principal
  - they may issue a “no trespassing” letter prohibiting person from being in or near school property
- Principals should consult with Superintendent prior to issuing such a letter
  - letter should be hand delivered or sent by registered mail
  - one copy of the letter should be sent to the Superintendent and one copy should be retained at the school
  - see **8.44 A: Trespassers Sample Letters**
  - if a violation occurs subsequent to the letter being delivered, the RCMP should be contacted
  - have a copy of the original letter ready to give to the RCMP
  - if RCMP arrive and witness the violation, no further action is required of the school
  - if the violation is witnessed by school staff and the violator has left the premises prior to the police arriving, **8.44 B: Trespassing Report** should be completed by the Principal with input from staff involved in the incident
  - the form should be filled out on a timely basis and given to the RCMP
  - one copy of the form should be sent to the Superintendent and one copy should be retained at the school

**PERSON OF CONCERN ON SCHOOL PREMISES** (in or outside of school):

1. If a person is on school premises, staff will approach and ask name and purpose for being on school premises. If appropriate, they will be directed to school office.

*Note: Schools have procedures in place to limit access to students and maximize safety. Adults that are in the school regularly with students must have completed Child Abuse Registry and Criminal Record checks. Parents are not be on the playground during recess or visiting with their children during recess without prior approval from the Principal.*

2. If person refuses to report to school office, or if staff member feels person's purpose is not reasonable, or if person's presence arouses suspicion or concern, they will ask person to leave and call the office / send another staff member to get Principal or designate.
3. Concerning behaviors could include being verbally or physically abusive, drunk, disorderly, or a non – custodial family member demanding to see a child.

If concerning behavior is coming from individual in a car driving by or a car parked nearby, report details to office (license plate, color of car, what they were doing, etc.).

4. If incident is occurring **outside** with students present, and student safety is at risk, students are to be moved inside immediately.

If incident is occurring **inside**, and student safety is at risk, school needs to go into lockdown (partial lockdown, perimeter lockdown, or full lockdown depending on circumstances). See **Procedure 8.22 Lockdown**.

If any **weapons** are involved, school is to go into lockdown immediately. See **Procedure 8.22 Lockdown**.

5. If person remains after being asked to leave, Principal along with another staff member will approach individual and again ask him / her to leave school / school grounds immediately.

Principal to inform individual that if they refuse to leave they can be charged for trespassing under the Public Schools Act.

6. If they refuse, and dependent on situation, contact RCMP.

**POST INCIDENT:**

Complete these steps as needed and dependent on circumstances:

1. Ensure all are safe and accounted for. Inform principal / office of any concerns.
2. Principal, in consultation with Superintendent will determine the following:
  - debriefing process that will occur with staff and students (what, when, who, where),
  - the need to access other Division supports for students and / or staff,
  - communication with parents / community.
3. Staff and students are asked not to speak to media / share on social media; any questions are to be directed to the Superintendent.
4. Staff are to remain available as needed, if requested to do so.
5. Principal to complete and submit **8.00 A: Serious Incident Report**.