



Preparing Today's Learner for Tomorrow

Administrative Procedure 2060

Visitors to Schools

Board Governance Policy Cross Reference:

Administrative Procedures Cross Reference:

[Emergency Preparedness](#)

Form Cross Reference:

Legal/Regulatory Reference:

[The Public Schools Act, sections 48\(1\)\(s\), 231\(1\)-\(7\)](#)

[The Trespass Act](#)

The Interlake School Division recognizes that parents/guardians, relatives, educators, community organizations, and officials will visit the school periodically to learn about the progress of their children, participate in school programs or learn about the educational programs in the school. These visitors to the school should be made to feel welcome. However, the safety and well-being of the children and staff will be considered a priority and measures will be taken to prevent unauthorized visitors.

Upon arrival at school, all visitors are to report to the school office. Appropriate signage will be placed in a suitable location instructing visitors to go to the administration office. Visitors will be asked their name and purpose of visit and may be requested to produce identification. Schools will require visitors to sign in and out of the school and may request visitors to wear name tags while in the school.

Parents or guardians wishing to meet with teachers or visit their child's classrooms must first report to the office and request permission from the Principal or designate to do so. Based on the request and timing, the Principal may ask the parent to return at another time.

The Principal has complete authority to exclude from the school premises any person whom the Principal has reason to believe is a risk to the safety of students and staff, disturbing the operation of the school or its program, or is disturbing the teachers or students on the premises. If at any time a school visitor causes a disturbance or interruption to a school, a class or an activity of the school, by their actions on or near the school premises, they may be asked to leave. Repeated intrusions shall be dealt with as trespassing.

All staff have the responsibility to report any unauthorized person(s) on the school property to the Principal who will take the necessary action, including calling the RCMP if the situation warrants such action. Unknown visitors may be requested to produce proper identification as requested by the principal, teachers, or support staff.

Person of Concern on School Premises (in or outside of school)

If an unknown 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 the 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 to be on the playground during recess or visiting with their children during recess without prior approval from the principal.

If the person refuses to report to the school office, or if staff member feels the person's purpose is not reasonable, or if the person's presence arouses suspicion or concern, they will ask the person to leave and call the office or send another staff member to get the principal or designate.

Concerning behaviors could include being verbally or physically abusive, under the influence of drugs or alcohol, disorderly, or a non-custodial family member demanding to see a child.

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

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

If the incident is occurring *inside*, and student safety is at risk, the school is to go into lockdown (partial lockdown, perimeter lockdown, or full lockdown depending on circumstances). If any *weapons* are involved, the school is to go into lockdown immediately.

If the person remains after being asked to leave, the principal along with another staff member will approach the individual and again ask them to leave the school / school grounds immediately.

The principal is to inform the individual that if they refuse to leave, they can be charged for trespassing.

If they refuse, and dependent on the situation, the principal will contact the RCMP.

Trespassing

Trespassing on school division premises is prohibited. A trespasser is defined as *"Any person who unlawfully enters into, comes upon, or passes through, or in any way trespasses upon, any land or premises whatsoever, being the property of another and being wholly enclosed, or upon or through*

which he has been requested by the owner, tenant or occupier not to enter, come or pass, is guilty of an offence and liable.” As applied to schools, this is a person:

- who has no legal right to do so (and) enters on a school site when entry is prohibited by signs or other notice;
- who engages in an activity on a school site where the activity has a negative effect upon the safety, comfort, or educational routine of the school, its classes or activities; and/or
- who has no legal right to remain, (and) has been directed by an authorized person to leave the school site and does not do so.

A person identified as a trespasser shall be warned by an “authorized occupier” of the school (i.e. the Principal or designate). In the case of a staff member who is alone in the school or where an administrator is not available, the staff member is the person in authority.

Where there is an element of danger with respect to a trespass situation, the RCMP shall be called for a “breach of peace”.

If a principal is 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 or they may issue a “No Trespassing” registered letter prohibiting the person from being in or near school property. Principals should consult with the Superintendent/CEO or designate prior to issuing such a letter. The letter should be hand delivered or sent by registered mail and copied to the Superintendent/CEO.

If a violation occurs subsequent to the letter being delivered, the RCMP should be contacted.

Where the trespasser is a student at another school within the Division, the Principal of the other school shall be advised and the appropriate disciplinary action will be taken by the student’s Principal in consultation with the Principal of the school where the trespassing has occurred.

The right of the Division to enforce this procedure extends to alternative education sites, equipment and other buildings, as well as buses owned by the Division.