



PROCEDURAL GUIDELINES  
TRESPASS TO SCHOOLS

The Huron-Superior Catholic District School Board is committed to the establishment and maintenance of safe, caring, equitable and inclusive school and workplace environments for all pupils, staff and members of the school community.

DEFINITIONS

Premises: lands and/or structures

Occupier:

- a) A person who is in physical possession of premises, or
- b) A person who has responsibility for and control over the condition of premises or the activities carried on there, or control over persons allowed to enter the premises

GUIDELINES

1. All employees of the Huron-Superior Catholic District School Board are authorized to act as occupiers and are empowered to act within the legislation with respect to trespassers.
2. In dealing with incidents of trespassing, employees of the Huron-Superior Catholic District School Board should make every attempt to maximize cooperation and minimize confrontation.
3. A Supervisory Officer, school Principal or Vice-Principal, or his/her designate, may wish to issue a written notice warning an individual against trespassing on the premises of the Huron-Superior Catholic District School Board. (Refer to Appendix A – *Trespass to School Incident Report* and Appendix B – *Letter of No Trespass*).
4. The “Trespass to Property Act” authorizes occupiers to limit access to premises or to prohibit specific activities by means of posted signs.

*Reference to related forms: Trespass to Schools’ Incident Report and Letter of No Trespass to be completed and forwarded to the School Superintendent, Safe Schools’ Superintendent, the City Police Department or your local Police Department.*

**APPENDICES:**

- A Trespass to Schools’ Incident Report
- B Letter of No Trespass