



Niagara Catholic District School Board

## **ACCESS TO BOARD PREMISES**

### ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students

No 302.6.3

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: December 20, 2016

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Access to Board Premises.

#### **PREAMBLE**

The safety of students, staff, parents/guardians and authorized persons is a priority of the Board. The Board promotes a safe learning environment and workplace for all students, staff and authorized persons which is consistent with current legislation specifying who is permitted on Board premises when the premises are being used for a purpose authorized at any time by the Board.

This Administrative Operational Procedures applies to all persons accessing any Board owned property or building under the jurisdiction of the Niagara Catholic District School Board. The Board authorizes its administrators to exercise rights as occupiers under the provisions of the *Trespass to Property Act* to ensure the safety of all authorized persons accessing Board property or buildings, including Board contracted transportation vehicles.

The Board authorizes administrators or another person authorized by Board policy to prohibit entry onto Board premises of any unauthorized person and to direct any unauthorized person to leave Board premises.

#### **SIGNAGE**

The Facilities Services Department will ensure that all Board property and buildings have clearly marked signage indicating that it is Board Property; trespassers are prohibited; and that all visitors are to report to the main office or designated area in accordance with the Access to Board Premises Administrative Operational Procedures.

#### **PERSONS AUTHORIZED ON BOARD PREMISES**

Persons authorized to be on Board premises are not entitled to have access to all areas of the premises. Access shall be restricted to areas authorized by an administrator/supervisor or by permit approved by the Facilities Services Department.

The following persons are permitted to be on Board premises when the premises are being used for a purpose authorized by the Board:

- A person enrolled as a student in the school.
- A parent/guardian of a student enrolled in the school.
- A person employed or retained by the Board.
- A person who is otherwise on the premises for lawful purposes (i.e. mail, deliveries, voting, Community Use Permit).
- A person invited to attend an event, class or meeting.

- A person invited by the Administrator/Supervisor or another person authorized by Board policy to be on the Board premises for a specific purpose (i.e. Catholic School Council, NCPIC, SEAC).

## VISITORS

The Administrator/Supervisor will authorize access within the school site as a visitor to:

A parent/guardian of a child attending a Roman Catholic school and a member of the Board that operates the school may visit the school.

- A member of the Assembly may visit a Roman Catholic school in the member's constituency.
- A member of clergy of the Roman Catholic Church may visit a Roman Catholic school in the area where the member has pastoral charge.
- Any other person invited by the Administrator/Supervisor to attend an event, class or meeting.

## ACCESS BY VISITORS TO BOARD PREMISES

All non-school based employees and visitors are to comply with the following procedures during operational hours:

1. Upon arrival, report to the main office/front desk:
  - Sign the Visitor's Book, stating name, time and reason for the visit.
  - Wear a Visitor's Identification name tag or Board Photo Identification Card for the duration of the visit.
  - Sign the Visitor's Book upon departure.
2. All visitors, excluding permit holders and those attending a Board authorized event beyond normal operational hours, must be accompanied by Board authorized person to gain access to Board premises.

## BOARD PHOTO IDENTIFICATION CARDS AND AUTHORIZED ACCESS CARDS

Niagara Catholic Photo Identification Cards and authorized Access Cards provide access to designated Board buildings and/or rooms within a building as authorized by the Facilities Services Department.

Individuals, who have been authorized to use the identification card to gain access to a Board building and/or rooms within a building are to provide their own individual access and are prohibited from providing access to visitors or unauthorized individuals.

- Niagara Catholic Photo Identification Cards and authorized Access Cards are the property of the Board:
  - Cards must not be altered, covered or defaced in any way.
  - Cards must be returned to the Board when no longer valid or in use.
  - Any lost or damaged cards must be reported immediately to the Facilities Services Department.
  - Damaged cards must be returned in part or whole to the Facilities Services Department for replacement.
  - A cardholder may be charged a twenty-five (\$25.00) dollar fee for a replacement card at the discretion of the Facilities Services Department.
1. A Niagara Catholic Photo Identification Card will be authorized by Human Resources Services and issued by the Facilities Services Department to all Niagara Catholic employees and occasional employees, and must be worn by the employee during working hours and the hours of operation.

Employees must use their own photo identification card to gain access to a Board building and/or rooms within a building and are prohibited from providing access to visitors.

2. A Niagara Catholic authorized Access Card will be made available upon the request of a Trustee, including a Student Trustee of the Board, for access to the Catholic Education Centre and Holy Cross Community Room during their term of office.
3. A Niagara Catholic authorized Access Card will be made available, upon the request of a school Principal and authorized by the Facilities Services Department to the local Parish Priest. As a visitor, the local Parish Priest is required to enter the school at the main entrance, sign in and out at the main office, and have access as authorized by the school Principal.
4. A Niagara Catholic authorized Access Card will be issued to an authorized person, upon approval of community use of facilities permit by the Facilities Services Department.

## REFUSAL OF ACCESS TO BOARD PREMISES

An Administrator/Supervisor or another person authorized by the Board has the duty to exercise discretion to refuse access to Board premises to:

- anyone whose presence on the premises would be detrimental to the safety or well-being of a person on the premises.
- anyone who fails to report his or her presence on the premises as required by the Access to Board Premises Administrative Operational Procedures.
- a student who is suspended or expelled unless determined that the student is using the services of, or taking a course or program to assist suspended or expelled students.
- individuals, under the order of the court, are not permitted to access Board premises, including, but not limited to, identified trespassers, non-custodial parents or other offenders.

## TRESPASS TO PROPERTY

An Administrator/Supervisor or authorized designate may direct a person to leave the Board premises if the person is prohibited by regulation or Board policy. When a person is prohibited from Board premises, it means all premises and property of the Niagara Catholic District School Board.

If determined necessary by the Administrator/Supervisor and in consultation with the Family of Schools' Superintendent/Controller of Facilities Services, the Administrator/Supervisor will issue a Trespass to Property Letter (*Appendix A*) by registered mail with copies sent to the Niagara Regional Police Service, the Family of Schools' Superintendent/Controller of Facilities Services and the Board Lawyer. The Trespass to Property Letter will prohibit the individual from access to all Board property and premises throughout the Niagara Catholic District School Board until otherwise notified.

A person is entitled to appeal the conditions set out in the Trespass to Property Letter and must give written notice of appeal to the Family of Schools' Superintendent of Education within ten (10) days of the commencement of the Trespass to Property. A request for an appeal shall not stay the Trespass to Property notice.

## SCHOOL WATCH PROGRAM

School Watch Program signs are posted at all Board sites in the Niagara Catholic District School Board. Administrators or authorized designate will invite community partners/neighbours by letter (*Appendix B*) to participate in the School Watch Program by anonymously contacting the police during non-school hours if they observe any inappropriate activities or actions on school or Board property.

**References:**

- [Access to School Premises, Regulation \(0.Reg.474/00\)](#)
- [Education Act \(Section 53 ss 1-3, s.o. 1997, c.31, s.28\)](#)
- [Safe and Accepting Schools Act](#)
- [Trespass to Property Act \(R.S.O. 1990 c. T.21; Sections 1-5, 9\)](#)
- **Niagara Catholic District School Board Policies/Procedures/Documents**
  - [Bullying Prevention and Intervention Policy \(302.6.8\)](#)
  - [Code of Conduct Policy \(302.6.2\)](#)
  - [Community Use of Facilities Policy \(800.2\)](#)
  - [Criminal Background Check \(302.6.7\) AOP](#)
  - [Dress Code-Secondary Uniform Policy \(302.6.6\)](#)
  - [Elementary Standardized Dress Code Policy \(302.6.10\)](#)
  - [Progressive Student Discipline \(302.6.9\) AOP](#)
  - [Safe and Accepting Schools Policy \(302.6\)](#)
  - [Student Expulsion Policy \(302.6.5\)](#)
  - [Student Suspension \(302.6.4\) AOP](#)
  - [Video Security Surveillance \(701.3\) AOP](#)
  - [Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board](#)
  - [Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara](#)

<b>Adopted Date:</b>	June 26, 2001
<b>Revision History:</b>	May 28, 2002 February 1, 2008 June 17, 2008 September 18, 2008 December 17, 2013 December 20, 2016

**TRESPASS TO PROPERTY**  
**SAMPLE LETTER**  
Place on School Letterhead

Date

Name  
Address  
Town, Province  
Postal Code

Dear:

Re: Trespass to Property Letter  
*Sent by Registered Mail*

This letter is to inform you that under the *Trespass to Property Act*, s. 305 of the Education Act, you are not permitted access to, or be on the premises of, \_\_\_\_\_ [*Name of School, and address*], Board property or buildings, including Board contracted transportation vehicles of the Niagara Catholic District School Board.

The conditions of this letter are in effect from \_\_\_\_\_ to \_\_\_\_\_.  
[*insert date*] [insert date]

If you for any reason, disregard the conditions set out in this letter and enter(s) the premises of the Board, the Niagara Regional Police Service will be instructed to charge you under the *Trespass to Property Act*, R.S.O. 1990, c.T.21 as amended.

If found guilty of trespassing, you could be liable to a fine of up to \$2000, and in the event of any damage, a further judgement of up to \$1000.

Please be advised that no further warning will be given and you are expected to conduct yourself appropriately.

Should you wish to appeal the conditions set out in this letter, you must provide written notice of your intention to appeal to the Family of Schools' Superintendent within ten (10) days of receipt of this letter. A request for an appeal shall not stay the Trespass to Property notice.

Please forward such written notice to \_\_\_\_\_ [*Insert Name*] Family of Schools' Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 or (Fax 905.735.9710).

Sincerely,

Principal

c. Chief of Police, Niagara Regional Police Service  
Family of Schools' Superintendent/Controller of Facilities Services  
Board Lawyer

**PARTICIPATION IN SCHOOL WATCH PROGRAM  
SAMPLE LETTER**

Place on School Letterhead

RE: SCHOOL WATCH PROGRAM

Dear Community Partner/Neighbour:

As community partners and neighbours you are invited to participate in the School Watch Program simply by anonymously contacting the Niagara Regional Police Service during non-school hours if you observe any inappropriate activities or actions on school or Board property.

For non-emergency calls or for general information, do not dial 9-1-1.

Use the Niagara Regional Police Service number for your area and follow the instructions given by the automated attendant:

<i>Area</i>	<i>Phone Number</i>
St. Catharines, Niagara-on-the-Lake, Niagara Falls and Thorold	905.688.4111
Fort Erie	905.871.2300
Pelham	905.735.7811
Grimsby, Lincoln and West Lincoln	905.945.2211
Welland, Wainfleet and Port Colborne	905.735.7811
Callers with a TTY <i>(a text telephone device that is used by the hearing or speech impaired)</i>	905.688.1466

Thank you for your participation in the Niagara Catholic School Watch Program, for your continued support of Catholic education and the safety of our school communities in the Niagara Catholic District School Board.

Sincerely,

*[Insert Principal's Name/Designate]*  
*[Insert Title]*