



School Visitors/Trespassers

Administrative Procedure 8.110

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

Legal Reference: Public Schools Act, Safe Schools Charter

Date Adopted: August, 1985

Date Amended: May, 2004; August, 2005; June, 2012

Date Reviewed: October, 2025

School boards have the authority to decide who is allowed to enter schools as visitors. This includes the authority to set criteria for parental access to schools or classrooms. Trespassing on school premises is prohibited. No one is allowed to disturb or interrupt a school, a class in a school, or an activity of a school by their actions on school premises or in close proximity to school premises.

The School District of Mystery Lake Board authorizes Principals or their designates to direct any person to leave 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.

Oral or written notice requesting that a person not enter school premises again, without prior approval, can also be given by the principal or school board authority. Peace officers can be asked to assist in maintaining order or to enforce an eviction notice. All visitors are to report to the school office upon arrival at school. Schools may require visitors to sign in and out of the school and may require visitors to wear name tags in the school.

Parents or guardians wishing to meet with teachers or visit classrooms must report to the office and receive permission from the school Principal or designate beforehand.

REGISTERED LETTER (to be placed on school letterhead)

Date:

To:

To the Parent(s)/Guardian(s) of:

(full name)
(address)
(incl. Postal Code)

and

(full name)
(address)

Dear Parent(s) / Guardian(s):

Pursuant to Section 231(2) of the Public Schools Act, we wish to advise:

231(2) 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 *(name of student)* is not a student at *(name of school)*, *(he or she)* is to stop from entering the school building, school grounds and school parking lot without the approval of the Principal of the school.

Should *(he or she)* be found on school premises without permission being given by the School Principal, action will be taken in accordance with the provision of the Public Schools Act, which, if guilty, provides for a fine that is not to exceed \$5,000.00.

Yours truly,

Principal
(name of school)

pc: Superintendent, School District of Mystery Lake
R.C.M.P., Thompson Detachment

TRESPASS VIOLATORS

From time to time, Principals issue “*No Trespassing*” letters prohibiting certain individuals from entering school property, being in the proximity of school property, etc. They may be hand delivered or sent by registered mail.

In the event that a violation occurs subsequent to the issued notice, police should be notified whenever possible. Have a copy of the *No Trespass* letter ready to give to the police. If the police arrive and witness the violation, no further action is required of the school.

If the violation is witnessed by school staff and/or administration and the violator has left the premises prior to the police arriving, the attached form should be completed by the staff member who observed the violation. The form should be filled out on a timely basis and given to the police as soon as possible following the incident, along with a copy of the *No Trespass* letter. One copy of the form should be sent to the Superintendent and one copy should be retained at the school.

See form “Contravention of the Public Schools Act”

