

## **UNAUTHORIZED PERSONS ON SCHOOL PROPERTY**

### **Background**

The School Act provides for the maintenance of order in a school or at an official school function. As part of its duty to ensure a safe, secure environment for students and staff, the district requires principals to exercise discretion in granting access to schools, instructional areas and school grounds.

Authorized employees of the district may require persons to remove themselves from the school or school property.

### **Procedure**

1. Person's authorized to be on school premises include:
  - 1.1 District employees, trustees and persons on legitimate district and/or school business;
  - 1.2 Students regularly enrolled at the school (i.e. students who are not currently under suspension or expulsion from the school or district);
  - 1.3 Students and staff from other schools who are participating in school sponsored or sanctioned activities;
  - 1.4 Students, parents/guardians and members of the public who are observing or participating in school sponsored or sanctioned activities or events that are open to the public, including after-hours community use of facilities and grounds; and
  - 1.5 Law enforcement officers and contracted security staff, eg. safety net, in exercise of their duties.
2. Where a district employee has cause to believe that a person is on district property without authorization, the employee shall indicate their name and position and determine the status of the individual by requesting the individual's name and/or identification, the nature of the individual's visit, and ensuring that the individual has checked in at the school office.
3. If the individual fails to comply with the request to report to the office, the district employee shall refer the matter to the principal or designate.
4. A person who disturbs or interrupts the proceedings of a school or an official function may be asked by the superintendent or assistant superintendent of schools, a principal or vice-principal, director of instruction, or another person authorized by the Board of Education, to remove themselves from the school or school property.
5. All instances where a person has been asked to remove themselves from the school or school property are to be documented at the discretion of the district or school principal on SD72 Form 137-1 (Unauthorized Person on School Property) and must include the date, incident specifics and, if possible, the name or detailed description of the individual. This information should be forwarded to the superintendent of schools and the district's safe schools coordinator and the original form should be kept on file by the school principal.
6. A person who contravenes (4) and/or (5) commits an offence under the School Act.

7. The district or school principal determines whether to issue the appropriate formal warning letter (SD72 Form 137-2 Adult Warning Letter or SD72 Form 137-3 Juvenile Warning Letter).
8. If an individual has been asked to remove themselves from the school or school property they may ask for the decision to be reviewed by the superintendent of schools. Prior to a decision being made, the superintendent of schools will consult with the safe schools coordinator.
9. A person who is directed to leave the land or premises of a school must immediately leave and must not enter on the land and premises again except with prior written approval from the superintendent or assistant superintendent of schools, principal or vice-principal, director of instruction or another person who is authorized by the Board of Education to give that approval.
10. The superintendent of schools, principal or vice-principal, director of instruction, or another person authorized by the Board of Education, in order to restore order on school premises, may seek adequate assistance from a peace officer.

Reference: Sections 17, 20, 22, 65, 85, 177 School Act

Related Forms: [SD72 Form 137-1 \(Unauthorized Person on School Property\)](#)  
[SD72 Form 137-2 \(Adult Warning Letter\)](#)  
[SD72 Form 137-3 \(Juvenile Warning Letter\)](#)