



PR523, Access to School Premises: Revised Procedure

To: Governance and Policy Committee

Date: 10 February, 2021

Report No.: 02-21-4025

Strategic Directions

- Create a Culture for Student and Staff Well-Being
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being
- Provide Equity of Access to Learning Opportunities for All Students

Recommendation

It is recommended that the revised Trespass to Property Procedure, renamed to the Access to School Premises Procedure (PR523), as presented in this report, be received for information.

Context

In the province of Ontario a principal is granted the authority to limit access to a school premises in 3 distinct ways. Those ways include suspension/expulsion, Education Act sections 306 and 310, Refusal to Admit, Education Act section 265 1(m) and finally through O. Reg. 474/00 Access to School Premises.

Currently, in the TDSB a principal can trespass a person from their school in accordance with TDSB Procedure PR523 (Trespass to Property). This procedure is largely based on the Trespass to Property Act (Ontario 2016).

Procedure 523 has been reviewed, rewritten and renamed (Appendix A). The renaming and revisions to the procedure is to directly align the procedure with O. Reg 474/00 Access to School Premises. The procedure should, at its core, set out who has the legal right and who does not have the legal right to access a schools premise. O. Reg 474/00 does this in detail and this is reflected in the revised procedure. Further, the

procedure should outline when, how and who should be consulted when a site manager, including a school principal, is going to deny access to the premises.

This is not to say that the TDSB would not also rely on the Trespass to Property Act when a decision to deny access to a school premise has been reached. The attached letters (Appendix B), also cite the Trespass to Property Act as further legislative authority for denying access to a school premise.

There is a proposed section related to canines and canine owners that has been added to the procedure. The TDSB is often asked to cite where in policy and procedure we limit access to canines on board properties. This procedure may be a possible place to record and document this information.

It is also important to note that the revised procedure also provides direction to site managers, including school principals, to review, establish, communicate and provide signage for secure access to schools. This includes entry and exit plans, door usage plans and instructions for visitors to the school, including appropriate school signage, a sign in and out process, and name tag wearing for identification purposes.

As well, there are rare occasions when a person should be denied access to all school board sites. The proposed procedure sets out a process for these instances including appropriate documentation for an individual.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's receipt, the Procedure will be provided to the Board of Trustees on February 10, 2021 for information.

Resource Implications

The current proposal does not put a strain on existing TDSB resources. The TDSB has supports and resources already in place that will enable the proposed changes to be implemented.

Communications Considerations

The Access to School Premises Procedure (PR583) is posted on the Board's internal and external website and will be communicated through the System Leaders' Bulletin and sent to school Principals and Site Managers for immediate use.

In addition, a communication plan will be developed for Trustees, Senior Team, Principals, Vice-Principals and school communities outlining the above changes and expectations.

Board Policy and Procedure Reference(s)

Caring and Safe Schools (P051)

Board Code of Conduct (PR585)

Refusal to Admit (PR724)

Police-School Board Protocol (PR698)

Appendices

- Appendix A: PR 523, Access to School Premises
- Appendix B: PR 523, Trespass to Property

From

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