



Appendix A

DELIVERED BY HAND OR REGISTERED MAIL

(For persons who are legally permitted to be on school premises, e.g., parents/guardians)

Insert Date

Insert Name of Recipient
Insert Recipient's Address

Dear Insert Recipient's Name:

Re: Insert Name and Address of Board Property

This letter is notice to you that you are prohibited from entering upon the property known as Insert Name and Address of the School or Board Property.

Failure to comply with this request may result in a prosecution under the **Trespass to Property Act**.

The **Trespass to Property Act**, R.S.O. 1990, c.T.21 provides that trespass is an offence which is punishable on conviction with a fine of not more than \$2,000.00. Furthermore, the court has the power to award damages suffered by District School Board Ontario North East, caused during the commission of an offence.

In addition, the **Safe Schools Act, 2000**, S.O. 2000 c.12 and the **Access to School Premises Regulation**, O. Reg. 474/00 authorize a principal, a vice-principal or another person authorized by the Board to direct a person to leave the school premises where, in the judgment of the principal, vice-principal or other authorized person, the presence of that person is detrimental to the safety or well-being of a person on the premises. Your presence on school property has been considered detrimental to the safety and well-being of persons on the school premises and you are requested not to return to Insert Name of School.

Failure to comply with this request may also result in a prosecution under the **Safe Schools Act, 2000** and a possible fine to you of up to \$5,000.00.

If you require access to Insert Name of School, please contact me by phone at Insert Phone Number of School or by letter and we will discuss the matter.

In the event of an emergency, school staff will contact you. In this circumstance, you will report directly to the school office.

Yours truly,

Insert Principal's Name/Designate
Insert Title
Insert Name of School

cc. Local Police Service, Insert Name
Superintendent of Education