



District School Board Ontario North East

Appendix B

DELIVERED BY HAND OR REGISTERED MAIL

TRESPASS GENERAL

(For persons who are not legally permitted to be on school premises)

Insert Date

Insert Name of Recipient
Insert Recipient's Address

Dear Insert Recipient's Name:

Re: Insert Name and Address of the School

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. On Insert Date, you entered Insert Name and Address of the School or Board Property without right or authority and without the express permission of District School Board Ontario North East.

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.

This letter will also serve as notice to you that you are to refrain from further trespassing on Board property and in particular, the lands or buildings known as Insert Name and Address of the School. Failure to comply with this request may result in a prosecution under the **Trespass to Property Act**.

In addition, the **Safe Schools Act, 2000**, S.O. 2000 c.12 and the **Access to School Premises Regulation**, O. Reg. 474/00, your presence on school premises is not permitted. Please be advised that any future attendance on school premises is a provincial offence and may result in a fine to you of up to \$5,000.00. Accordingly, if you attend at Insert Name of School again, the police may be notified and a prosecution may be commenced under the **Safe Schools Act, 2000**.

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.

Yours truly,

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

cc. Local Police Service, Insert Name
Superintendent of Education