



DELIVERED BY HAND OR REGISTERED MAIL

TRESPASS GENERAL – BOARD PROPERTY

(For persons who are not permitted to be on school premise and where it is prudent to prohibit the person from being on any school premises.)

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. On Insert Date, you entered Insert Name and Address of 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 any Board property or premises and in particular, the lands or buildings known as Insert Name and Address of Board Property. Failure to comply with this request may result in a prosecution under the **Trespass to Property Act**.

In addition, under the **Safe Schools Act, 2000**, S.O. 2000 c.12 and the **Access to School Premises Regulation**, O. Reg. 474/00, your presence on any school property or premises is not permitted. Please be advised that any future attendance on any school property or premises owned or operated by the Board is a provincial offence and may result in a fine to you of up to \$5,000.00. Accordingly, if you attend on any school property or premises, 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 or any DSB1 property, 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