

# CARLISLE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: TRESPASSING

ADOPTED: January 18, 2007

REVISED: April 18, 2019

## 717. TRESPASSING

### **Purpose**

The Board recognizes the danger that the entry of unauthorized persons onto school property may present to the safety and welfare of district students, staff and community. The district acknowledges the need for an immediate and effective response to a situation involving such individuals.

The school buildings and grounds are for the primary use of the students, staff and administration of the school district in carrying out the educational program of this school district.

The Board prohibits the use of unmanned aerial vehicles (commonly known as drones) unless prior approval is granted by the superintendent or designee.

### **Definition**

Trespassing – The unlawful or unauthorized presence on school property.

### **Authority**

The Board prohibits the unlawful or unauthorized entry into a school building or school property.

Any individual on the grounds or in the buildings, without permission, express or implied, and not on school related business, as well as those refusing to leave when directed to do so by the staff, administrators, school police, or others employed for crowd control, shall be considered as trespassers in defiance of these rules and regulations and any invitation or permission shall be considered as revoked.

### **Guidelines**

#### **Immediate Response**

1. Upon notification that an individual(s) is trespassing in the building or on school property, the principal or designee will assemble available staff and conduct a thorough search for the individual(s). If appropriate, the principal or designee may notify the police.
2. If the individual(s) are located, offer assistance to them in case they are lost, and in the event they have no lawful business in the school, advise them to leave, and if necessary, escort them out of the

building and off of school property.

3. Do not attempt to restrain the individual if s/he wants to leave.
4. When a trespasser is located, make a mental note of what the person is wearing and a general description of the person so as to be able to relate this information to authorities.

#### Required Reporting Procedures

1. Depending on the situation, the building principal or designee may send a warning letter to his/her residence, noting the date, time and initial incident and informing the individual(s) that trespassing charges will be filed if s/he enters upon school property again without permission or without legitimate school business to conduct. In some cases, it may be advisable to have the district solicitor send this letter, particularly when the behavior of the individual(s) is threatening in nature.
2. Copies of these letters shall be kept on file indefinitely in the school's central office.

#### Follow-Up Activities

1. A copy of any warning letter should be sent to the appropriate police department.
2. If the person(s) again trespass on school property, the building principal, school police or designee should file defiant trespass charges with the police.

#### Prevention Strategies

1. Access into the building(s) should be limited.
2. Signs should be posted stating that all trespassers on school property will be prosecuted.
3. Visitor sign-in procedures should be implemented and enforced for all buildings.

#### Legal References:

24 P.S. 510