



AP S1 Maintenance of Order

Legislative References: *School Act*, Section 177

Policy Reference: 4.10 Healthy and Safe Environments

Collective Agreement References: None

Date: October 11, 2024

The safety of students, staff and others in the school community is paramount, and to that end, authorized individuals may make orders in accordance with this Administrative Practice and pursuant to [Section 177 of the School Act](#) to prevent and address any disturbance, disruption or interruption of a school.

This administrative practice refers to any proceedings within a school or the School District and includes, but is not limited to, unwelcome visitors to the schools during the school day and all co-curricular and extra- curricular school functions including sports events, dances and performances.

Direction for Maintenance of Order

1. Any person who is in or on District property without a legitimate purpose may be asked to leave. Disruptive individuals should be asked to vacate the property immediately.
2. Exclusion orders may be issued in circumstances where the District determines that a person's actions:
 - 2.1. pose a risk to the safety of students, staff or others in the school community;
 - 2.2. present significant and ongoing disruption to the educational programs offered by the school;
 - 2.3. is damaging or is likely to damage property owned, rented, leased or administered by the District.
3. The employees of the District authorized to request an individuals to leave a Board property as specified in [Section 177 of the School Act](#) are:
 - 3.1. Superintendent
 - 3.2. Assistant/Associate/Deputy Superintendent
 - 3.3. Directors of Instruction or equivalent
 - 3.4. Principals and Vice-Principals
 - 3.5. Any other person authorized by the Superintendent to give that direction
4. No employee should come into physical contact with a person or persons



disrupting or destroying maintenance of order. Employees who encounter an unwelcome or disruptive individual should notify their school or district administrator at once.

5. If an individual refuses to leave, or if there is reason to be concerned about a threat from the individual, the authorized employee shall immediately contact a peace officer/RCMP and explain the situation. No further action should be taken until the peace officer/RCMP are on the scene.
6. Any incident involving an exclusion order under [Section 177](#) must be reported to the Superintendent or designate as soon as practicable.
 - 6.1. Where practical, the Superintendent or designate should be given prior notice of the intention to issue an exclusion order under section 177.
7. The authorized employee who makes an exclusion order should document the incident by including:
 - the name of the school or site
 - date, time, and location of the incident
 - a description of the incident
 - the name of the person directed to leave (if known)
 - the name of the witness(es), if any
 - the length of the exclusion and the date for review of the exclusion order
 - the name of the person documenting.

Copies should be filed in the school or site office and at the District Administration Office (School Board Office).

8. As soon as possible, written notification is to be provided to the excluded person using the template appended to this Administrative Practice. Copies of the letter are to be provided to the Superintendent and to the RCMP.
9. If the excluded visitor leaves but returns, on that day or subsequently, the date and time of their return should be documented and a witness obtained.
 - 9.1. A person who contravenes an exclusion order commits an offence under [Section 177](#).
 - 9.2. The RCMP should be notified at once as the return is an offence under [Section 177](#).
10. An individual excluded under [Section 177](#) has the right to appeal the exclusion to the next level of administration issuing the order.
 - 10.1. Where an order under [Section 177](#) may significantly affect the health or safety of a student, the student or the student's parent(s)/guardian(s) may appeal



the decision pursuant to [Section 11 of the School Act](#), and in accordance with the [Board's Appeal Bylaw No. 3 Section 11 Appeal Procedures](#).



Notice of Exclusion Template

Use school letterhead

[DATE]

[NAME]

[ADDRESS]

RE: School District 64 Notice of Exclusion

On [DATE] at approximately [TIME], you were directed to leave the land and premises of [SCHOOL] by [NAME / TITLE] in accordance with Section 177 of the *School Act* which states:

1. A person must not disturb or interrupt the proceedings of a school or an official school function.
2. A person who is directed to leave the land or premises of a school by a principal, vice principal, director of instruction or a person authorized by the board to make that direction
 - a) must immediately leave the land and premises, and
 - b) must not enter on the land and premises again except with prior approval from the principal, vice principal, director of instruction or a person who is authorized by the board to give that approval.
3. A person who contravenes subsection (1) or (2) commits an offence.
4. A principal, vice principal or director of instruction of a school or a person authorized by the board may, in order to restore order on school premises, require adequate assistance from a peace officer.

This is to advise you that you are not to return to the land and premises of [NAME OF SCHOOL] School without specific permission from the principal. Please be aware that if you choose to come on the school grounds without specific permission to do so, a complaint will be laid and you will be charged by the police.

If you should need to discuss the progress of your children, or wish to appeal this direction of exclusion, please phone the School Board Office (250-537-5548) and set up an appointment with the Associate Superintendent [NAME OF ASSOCIATE].

A copy of this letter will be sent to the Superintendent of Schools and the R.C.M.P.