

PROTECTION OF STUDENTS AND MAINTENANCE OF ORDER

- POLICY -

Exclusion orders under Section 177 may be issued in circumstances where the principal or other authorized employee determines that a person's actions pose a risk to the safety of students, staff or others in the school community, or present significant and ongoing disruption to the educational programs offered by the school.

- REGULATION -

1. All persons on school property are expected to comply with school rules and regulations. Schools will prominently display a sign at major entrances directing all visitors to report to the office.
2. Visitors are required to report their presence to the administration office, inform the school secretary or principal of the purpose of the visit and to wear a visitor identification badge while on school premises (See Policy 5-165 Employee and Visitor Identification Badges). Authorized visitors have access only to those areas of the school premises relevant to the purpose of their visit.
3. The following employees are authorized by the Board to issue exclusion orders under Section 177: superintendents, assistant superintendents, directors or equivalent, principals, and vice-principals.
4. A person directed to leave school property by an authorized employee, shall leave immediately and shall not return except with the prior approval of an authorized employee.
5. If a person is unwilling to leave school property when requested and/or if the safety of students or staff is threatened, assistance from the R.C.M.P. must be requested. Such incidents must be reported to the superintendent or designate.
6. If a person is excluded from school property under section 177, the principal or other authorized employee where practicable, will provide prior notice to the superintendent of the intention to issue an exclusion order under section 177.

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7. The principal or other authorized employee will provide written notification to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and information about avenues of appeal.
 8. The principal or other authorized employee will document the incident, including the following information at a minimum:
 - a) name of school;
 - b) date, time, and location of incident or incidents;
 - c) description of incident or incidents (what happened, who was involved, etc.);
 - d) name (and contact information, when possible) of person excluded;
 - e) name of principal or other authorized employee who directed the person to leave school property;
 - f) length of exclusion;
 - g) date for review
 9. A person may appeal the exclusion order within 30 days of receiving the exclusion order. Appeals must be in writing and include the excluded person's response to the information included in the notification of exclusion.
 10. A person excluded under section 177 by a principal or another authorized employee, other than the superintendent, may appeal that decision to the superintendent. If the person is unsatisfied with the superintendent's decision, or if the original exclusion order was issued by the superintendent, he or she may appeal to the board.
 11. Appeal decisions will be rendered within 30 days of receiving the appeal. The appeal decisions will be communicated in writing and include reasons for the decision.
 12. In the event that a decision of a board employee significantly affects the education, health or safety of a student, the appeal of an exclusion under section 177 could be heard through a section 11 appeal.
 13. All personal information collected in relation to a section 177 exclusion must be protected in accordance with the Freedom of Information and Protection of Privacy Act.
 14. The superintendent will establish a system for recording and tracking the use of section 177 at the school and district levels.

Section 177 of the *School Act* in plain language:

Section 177 of the *School Act* is intended to prevent the disruption of schools and school functions, and to ensure the protection of students and staff. This section of the *School Act* allows a principal or other authorized employee to direct a person to leave school property, and prevents the person from returning without prior approval of the principal or other authorized employee. It also enables a principal or other authorized employee to call for assistance from law enforcement if necessary.

The full text of section 177 of the *School Act* is provided below:

Maintenance of order- 177

- (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.

Section 1 of the *School Act* defines “school” as follows:

“school” means

- a) a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction,
 - b) the teachers and other staff members associated with the unit, and
 - c) the facilities associated with the unit,
- and includes a Provincial resource program and a distributed learning school operated by a board.