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## ADMINISTRATIVE PROCEDURE 480 TRESPASSING & MAINTENANCE OF ORDER

The Board is committed to and responsible for ensuring the maintenance of order in schools, on school property and at school district events.

Exclusion Orders under Section 177 of the School Act may be issued in circumstances where the principal or vice-principal determines that a person's actions pose a risk to the safety of staff, students and others in the school community, or present a significant and ongoing disruption to the educational programs offered by the school or the School District and include, but are not limited to, unwelcome visitors to schools during the school day, after school and all co-curricular and extra-curricular school functions including sports events, dances and performances.

### PROCEDURES:

1. All persons on school property are expected to comply with school rules and regulations. Schools will display a sign at major entrances directing all visitors to report to the office.
2. Visitors are required to report their presence to the school office, inform the school secretary or principal/vice-principal of the purpose of the visit and wear a visitor's identification badge while on school property.
3. The following employees are authorized by the Board to issue Exclusion Orders pursuant to Section 177 of the *School Act*: Superintendent of Schools, Assistant Superintendent of Schools, Directors of Instruction, and Principals and Vice Principals.
4. A staff member who encounters an unwelcome visitor should notify administration. Only if the statutory officer of the Board or his/her designate is unavailable should the staff member direct the visitor to leave. A witness should be present.
5. Any person who is on school property during or after the instructional day may be asked to leave. The request to leave must be made prior to requesting the assistance of the RCMP if the person refuses to leave the grounds or premises after being directed to do so.
6. Where practicable, provide prior notice to the Superintendent of Schools or designate of the intent to issue an Exclusion Order pursuant to Section 177 of the School Act.
7. Provide written notification (**Notice of Exclusion Letter – Form B**) to the excluded person as soon as possible, including reasons for the exclusion, the length of the exclusion, the date for review and information about the avenues for appeal.
8. Provide a copy of **Notice of Exclusion Letter – Form B** to the local RCMP.
9. The principal or vice-principal will document the incident (**Report on the Issuance of an Exclusion Order – Form 480A**), including the following information as a minimum, and send a copy of the letter and the report to the Assistant Superintendent of Schools (letters will be tracked at both the school and district level).

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

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- a. Name of school
  - b. Date, time and location of incident or incidents
  - c. Description of incident or incidents (i.e., what happened, who was involved, etc.)
  - d. Name (and contact information, when possible) of person excluded under Section 177
  - e. Name of principal or vice-principal who directed the person to leave school property
  - f. Length of exclusion
  - g. Date for review of decision to exclude
  - h. Means of delivering the Exclusion Order letter
  - i. RCMP file number for incident (if a file was opened by the RCMP) and name of the attending officer
  - j. Name of person completing the form
10. Any personal information collected in relation to a Section 177 Exclusion Order will be dealt with in accordance with the *Freedom of Information and Protection of Privacy Act*.

## **APPEALS PROCESS:**

1. Persons excluded through Section 177 have 30 days to appeal the decision directly to the Superintendent of Schools or designate. If the Superintendent of Schools made the decision to exclude, the appeal will be forwarded to the Board.
2. A decision on the appeal will be made and communicated in writing within 14 business days of receiving all requested information. In some cases, an appeal of an exclusion under Section 177 could be heard through a Section 11 appeal (Bylaw 4 – Appeal Procedure), where a decision of a board employee significantly affects the education, health or safety of a student.