

ADMINISTRATIVE REGULATIONS

TITLE: TRESPASSING AND MAINTAINING ORDER
CATEGORY: HEALTH AND SAFETY
NUMBER: 3260

I. Rationale:

The District believes in the safety of students and staff. Section 177 of the School Act, “Maintenance of Order”, gives authority to employees to maintain that order.

II. Visitors

- A. Principals shall establish guidelines and procedures for visitors to their school.
- B. Clearly visible printed or painted signs shall indicate to all visitors that it is necessary for them to report to the school office before proceeding to any other part of the school building.
- C. Staff who have invited resource people to the school shall notify the school office of the arrangements.
- D. Staff and administration that become aware of visitors who have bypassed the established procedures shall request the person to report to the office.

III. Maintaining Order

- A. By September 30, Principals shall submit a list of staff to the Superintendent to request the right to suspend students or to direct persons off of school grounds.
- B. Any person interrupting or disturbing a school or a school function, wherever it is held, shall be directed to leave the premises by the principal or designate as per section 177 of the *School Act*.
- C. If the person so directed does not leave the premises immediately, the authorized person shall request assistance from the R.C.M.P. Neither force nor any physical contact shall be used under any circumstances other than self-defense.
- D. The person so directed shall not enter on the premises again unless prior approval is given by the Principal or other administrator.
- E. Report the incident to the superintendent or designate in writing:
 - 1. 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.
 - 2. Document the incident, including the following information at a minimum:
 - a) name of school;

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- 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 other administrator who directed the person to leave school property;
- f) length of exclusion;
- g) date for review; and
- h) name of person completing document.

F. School Administration shall inform the appropriate staff of the person excluded.

G. School staff will approach any person loitering on school property to confirm the reason for their presence. They will be informed that they are trespassing if they have no legitimate reason to be on the school site. No attempt whatever shall be made to detain or apprehend the person.

H. Any suspicious incidents shall be promptly reported to the R.C.M.P.

I. The principal shall maintain a record of names, dates, and times of incidents of trespassing.

J. The line of authority in enforcing this regulation shall be the principal, the vice-principal, a teacher or delegate as authorized by the principal, a custodian. In the absence of the person(s) previously named, the next person(s) in the list shall act with full authority when the security of the school environment or the safety of students is threatened.

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References: *School Act, Section 177*