

ADMINISTRATIVE REGULATIONS

TITLE: TRESPASSING AND MAINTAINING ORDER

CATEGORY: HEALTH AND SAFETY

NUMBER: 3260

CIRCULATING UNTIL APRIL 22, 2026

I. Rationale

The District is committed to ensuring the safety of students, staff, and the school community. Section 177 of the School Act (“Maintenance of Order”) authorizes principals and other designated employees to maintain order on school premises, prevent disruptions of schools and school functions, and protect students and staff.

This Section creates two offences according to the School Act:

- a. It is an offence for a person to “disturb or interrupt the proceedings of a school or an official school function”, and
- b. It creates an offence for failing to follow a direction of a Principal, other school administrator or person authorized by the District to direct a person to leave school property, and from returning without prior approval of the Principal, administrator or other designated person. It also enables the Principal or administrator to call for assistance from law enforcement if necessary.

II. Visitors

A visitor is any individual present on a school site who is not either a student enrolled at that school or an employee assigned to that site during their regularly scheduled working hours. This includes, but is not limited to, parents or guardians, volunteers, contractors, consultants, delivery personnel, district staff assigned to other locations, and members of the public.

- a. All visitors to school district property during instructional or operating hours are required to:
 - i. Report directly to the school or facility office upon arrival,
 - ii. If required by the school or facility, wear visible identification, and,
 - iii. Sign in and out using the office visitor log.
- b. Clearly visible signs shall be posted at all school entrances directing visitors to the office to comply with this process.
- c. Staff who invite resource persons to the school must notify the office in advance of their arrival.

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- d. Staff wishing to invite external groups to the school for performances or other events during the school day must notify the office and obtain the principal's approval before extending any invitation.
- e. Staff or administrators who become aware of visitors who have not followed procedures shall redirect them to the office.
- f. School staff may approach unidentified persons on school property to inquire about the reason for their presence. If there is uncertainty about the legitimacy of their presence, staff may ask them to leave and must inform the principal as soon as possible. No attempt shall be made to detain, apprehend, or physically remove the person from the site.
- g. The school principal or facility manager should promptly report any suspicious individuals or incidents to the RCMP.
- h. Principals and facility managers may establish additional site-specific guidelines (e.g., volunteer orientation, parent access procedures) provided they meet or exceed these district-level requirements.

III. Maintaining Order

- a. Orders under Section 177 may be used in a variety of circumstances, including preventing any person who presents a threat to the safe and efficient operation of a school from accessing school property, addressing circumstances involving disruptive, threatening or unruly parents/caregivers, students, staff or volunteers or taking steps to address harassment (of parents/caregivers, students or staff) within a school or the school community.
- b. Section 177 orders may be made whether the conduct that is disturbing or interrupting the operation of the school occurs on or off school property.
- c. Section 177 orders are not to be made except in unusual circumstances without first attempting to remedy the problem with other approaches.

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- d. Section 1 of the School Act defines “school” as follows:
 - i. 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,
 - ii. the teachers and other staff members associated with the unit, and
 - iii. the facilities associated with the unit, and includes a Provincial resource program and a distributed learning school operated by a board
- e. The following district personnel are authorized to issue directions under Section 177 of the School Act:
 - 1. Superintendent
 - 2. Secretary-Treasurer
 - 3. Assistant Superintendents / Directors
 - 4. District Principals / Vice-Principals
 - 5. Principals / Vice-Principals or designates (e.g., teacher in charge)
- f. Orders may be issued when the actions of an individual:
 - i. Pose a risk to the safety of students, staff, or others in the school community; or
 - ii. Present a significant and/or ongoing disruption to the operation of a school, school function, or educational program.
- g. Where practical, before issuing an order under Section 177, the responsible administrator should attempt to resolve the situation using other approaches and, if time permits, consult with the Assistant Superintendent or Superintendent.
- h. If an order is issued:
 - i. The individual shall be directed to leave or not return to the premises, if they have already left.
 - ii. The individual shall not return without prior written approval from the Principal or other authorized administrator.
 - iii. If the person does not comply, assistance shall be requested from the RCMP.
 - iv. Neither force nor physical contact shall be used by staff, except in self-defense or in protection of others from physical harm.

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- i. The individual issuing the Order must provide written notification to the excluded person as soon as possible using the District template that includes, at a minimum:
 - i. reasons for exclusion,
 - ii. length of exclusion (not to exceed one year),
 - iii. date for review, and
 - iv. information about avenues of appeal.
- j. The Superintendent should be notified of the incident as soon as possible and a copy of the Section 177 letter must be forwarded to the Superintendent's Office.
- k. The individual issuing the Order should document the incident that includes:
 - i. the date, time, and location of the incident,
 - ii. the description of incident (what occurred, who was involved, etc.),
 - iii. name/contact of person excluded,
 - iv. names and contact information for any witnesses, if possible, and,
 - v. any additional information, documentation or footage that is available.
- l. Appeals:
 - i. An order issued pursuant to Section 177 may be appealed to the Superintendent, or designate, within 30 days of its issuance, unless the Superintendent considers a further period is appropriate.
 - ii. Where the exclusion significantly affects the education, health, or safety of a student, the student or parent(s) may appeal under Section 11 of the School Act (see Bylaw 70 – Appeals).
 - iii. A decision on appeal is final, subject only to the rights of appeal under Section 11 of the School Act.
- m. The Principal shall maintain a record of all disruptive suspicious incidents.

Received: November 2018

References: *School Act*, Section 177