

## **4455 Maintenance of Order**

Policy 4455

STATUS: ADOPTED

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### *MAINTENANCE OF ORDER*

Adopted:

Last Revised: November, 2016 (*combined P&R 4450 and 4460*)

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#### Description:

The Board of Education believes that any person who is not an employee of School District #59 or a member of the student body, or an invited guest, who loiters on or about any school building or grounds without written permission, or who causes a disturbance, or is demonstrating disorderly conduct, is committing an offence and may be excluded from the school premises.

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 includes school buses and non-school facilities owned by SD 59. This section allows the principal or other school administrator to direct a person to leave school property, and prevents the person from returning without prior approval of the principal or administrator. It also enables the principal or administrator to call for assistance from law enforcement if necessary. If a person contravenes this section of the *School Act*, he or she commits an offence. The purpose of providing this authority to principals and other administrators is to maintain order on school premises and to ensure the protection of students and staff.

## 4455 Maintenance of Order

Regulation 4455

STATUS: ADOPTED

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### *MAINTENANCE OF ORDER*

Adopted:

Last Revised: November, 2016 (*Combined P&R 4450 and 4460*)

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#### Description:

The Board of Education supports that the superintendent, assistant superintendent, director of instruction, principal and vice-principals have the authority to put in place an exclusion order in circumstances where the school district 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.

The following procedures will be followed when it is deemed necessary to place an exclusion order on an individual:

- where practicable, provide prior notice to the superintendent or assistant superintendent of the intention to issue an exclusion order under section 177.
- call for assistance from the police if the administrator determines this is necessary.
- report the incident to the superintendent or designate.
- 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.
- document the incident, including the following information at a minimum:
  - name of school;
  - date, time, and location of incident or incidents;
  - description of incident or incidents;
  - name (and contact information where possible) of person excluded under section 177;
  - name of principal or other administrator who directed the person to leave school property;
  - length of exclusion;
  - date for review; and
  - name of person completing the document.

If an appeal is considered by the excluded person, the following process will be followed:

- the appeal will be considered no more than 10 days following the incident resulting in the exclusion;
- there will be an opportunity for the excluded person to respond to the information included in the notification of exclusion;
- the appeal will be heard by the superintendent or designate;
- a decision of the appeal will be communicated in writing, with reasons for the decision, to the excluded person within 5 days of the appeal date;
- If the excluded person is unsatisfied with the superintendent's decision, he or she may appeal to the board.

Any personal information collected in relation to a section 177 exclusion will be dealt with in accordance with the *Freedom of Information and Protection of Privacy Act* and will be kept in a confidential file at the School District office for a period of a year following the offence. The district privacy officer will record and track the use of section 177 at the school and district levels.