



## **SECTION 5000: GOVERNANCE**

### **POLICY 5090: MAINTENANCE OF ORDER**

- *Date Adopted: December 14, 2016*
  - *Date Revised: December 1, 2021 (Housekeeping Revisions)*
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### **POLICY STATEMENT**

The Board authorizes employees to follow such courses of action as deemed appropriate for the protection of students and maintenance of order.

### **RATIONALE**

1. No person shall disturb or interrupt the proceedings of a school or of an official school function.
2. A person who is directed to leave the land or premises of a school by an administrative officer or a person authorized by the Board to make that direction must:
  - a) immediately leave the land and premises, and
  - b) not enter on the land and premises again except with prior approval from the administrative officer 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. An administrative officer 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.
5. It is important to note that this section is intended to be used only in exceptional circumstances, where there is a risk to student/staff safety or significant and ongoing disruption to the educational programs offered by the school.

### **LEGISLATION/REGULATIONS**

- *School Act Section 177, Maintenance of Order*



## **POLICY**

The Board authorizes the Superintendent of Schools, Directors of Instruction, Principals and Vice Principals to make such directions and to follow such courses of action as deemed appropriate for the protection of students and maintenance of order, and that the Board declares that this resolution constitutes an authorization pursuant to Section 177, Maintenance of Order, *School Act*.

## **PROCEDURES**

1. Authority includes:
  - a) Superintendent of Schools
  - b) Directors of Instruction
  - c) Principals
  - d) Vice Principalsto direct persons to leave the premises and lands occupied or owned by Coast Mountains Board of Education School District 82.
2. Where practicable, provide prior notice to the Superintendent of Schools of the intention to issue an exclusion order under Section 177. If possible, a “warning” maintenance of order is issued first, unless egregious circumstances.
3. Call for assistance from the police if the administrator determines this is necessary (e.g. the person refuses to leave after being directed to do so or if there is reason to be concerned about a threat from the individual).
4. Report the incident to the superintendent of schools or designate.
5. Provide written notification to the excluded person as soon as possible, including reasons for length of exclusion, date for review, and information about avenues of appeal (Boards may wish to develop a template letter for use by school administrators).



**PROCEDURES** *(cont'd)*

6. 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 (i.e. what happened, who was involved, etc.);
  - name (and contact information, when 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 document.
  
7. A process for appealing exclusions under Section 177, including the following elements:
  - Clear timelines for filing formal appeals (10 consecutive in-school days).
  - Opportunity for the excluded person to respond to the information included in the notification of exclusion.
  - Requirements that appeals be heard by someone other than the original decision maker (superintendent of schools or designate).
  - Clear timelines for rendering appeal decision (5 consecutive in-school days).
  - Requirements that appeal decisions be communicated in writing and provide reasons.
  
8. Procedures will be followed to ensure the protection of personal information collected in relation to a Section 177 exclusion, in accordance with the *Freedom of Information and Protection of Privacy Act*.