



DISTRICT PRACTICE 9300

MAINTENANCE OF ORDER / TRESPASSERS ON SCHOOL PROPERTY

DISTRICT PRACTICE:

These district practices refer to any proceedings of a school or the School District and include, but are not limited to, unwelcome visitors to the schools during the school day and all co-curricular and extra-curricular school functions including sports events, dances and performances. Exclusion orders may be issued 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.
1. The employees of the Board of Education "Board" who are authorized to maintain order as specified in [Section 177 of the School Act](#) are: superintendents, assistant superintendents, directors or equivalent, and principals and vice-principals and their designates, except in extraordinary circumstances.
 2. Any person who is in or on School District property without a legitimate purpose may be asked to leave. That request should be made before the RCMP are called.
 3. The RCMP should be contacted 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. Any incident involving an exclusion order under [Section 177](#) must be reported to the superintendent or designate as soon as practicable.
 5. A staff member who encounters an unwelcome visitor should notify the administration. Only if the statutory officer of the Board or their designate is unavailable should the staff member direct the visitor to leave. A witness should be present.
 6. The person who makes an exclusion order should document the incident showing the name of the school, date, time, location, a description of the incident, the name of the person directed to leave (if known), the name of the witness (if any), the length of exclusion, date for review, and the name of the person documenting. Copies should be filed in the school office and at the District Administration Building.
 7. As soon as possible, written notification is to be provided to the excluded person, including reasons for and length of exclusion, date for review, and information about avenues of appeal. This letter should be copied to the superintendent and the RCMP.

[POLICY 9300 MAINTENANCE OF ORDER TRESPASSOR ON SCHOOL PROPERTY](#)
[FORM 9300 MAINTENANCE OF ORDER](#)

ADOPTED: December 1996

Amended: June 2006, January 2014, June 2016



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8. If the visitor leaves but returns, on that day or subsequently, the date and time of their return should be documented and a witness obtained. The RCMP should be notified at once as the return is an offence under [Section 177](#).
9. Any personal information collected in relation to an exclusion under the terms of [Section 177](#) or this policy will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*.
10. The process for appeals is noted in form 9300, the Maintenance of Order form.

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