

MAINTENANCE OF ORDER IN SCHOOLS

- 1. The following individuals may issue orders pursuant to section 177 of the [School Act](#) ("Section 177"):**
 - a. Superintendent of Schools ("Superintendent")
 - b. Deputy Superintendent and Assistant Superintendents
 - c. Directors of Instruction, including the Director of Learning Services
 - d. Principals and Vice Principals
 - e. Law enforcement officials designated by the Superintendent (such as School Liaison Officers)

- 2. Orders under Section 177 may be issued when the actions of an individual:**
 - a. pose a risk to the safety of students, staff or others in the school community;
 - b. present significant and/or ongoing disruption to the operation of a school, a school function, or an educational program.

- 3. Where practicable, before issuing an order pursuant to Section 177:**
 - a. the responsible school official should first attempt to resolve the situation without issuing such an order; and
 - b. should communicate to the Superintendent or designate the intention to issue an order pursuant to Section 177.

- 4. For clarity, the responsible school official may issue a Section 177 order without first completing the process outlined in subsections 3(a) and (b) if, in the opinion of the responsible school official, it is not practicable to complete the process outlined in 3(a) and 3(b) in the circumstances.**

- 5. Where a person refuses to leave school district property after being directed to do so pursuant to Section 177, or where there is reason to believe an individual may pose a threat to themselves, others, or to property, the responsible school official shall call for assistance from a peace officer.**

- 6. The responsible school official shall confirm any order issued pursuant to Section 177 in writing. The notice shall include all the following content:**
 - a. The name and address of the school or school district property from which the person is to be excluded
 - b. The name of the person excluded from the school or school district property, with contact information if known
 - c. A summary of the circumstances giving rise to the issuance of the order, including, as applicable, the date, time and location of any incident or incidents, witnesses to the incident, and a general statement as to the nature of the disruption to the school, school function or educational program
 - d. The name and title of the person issuing the order and preparing the written notification of it
 - e. The duration of the order (if applicable)
 - f. The date by which the order will be reviewed

- g. A statement that the order pursuant to Section 177 may be appealed and the process for such appeal
- 7. Where an order is issued pursuant to Section 177 by an authorized individual other than the Superintendent, the responsible school official shall inform the Superintendent or designate without delay. The Superintendent or designate will retain copies of the Section 177 orders that have been issued within the school district.**
- 8. An order issued pursuant to Section 177 may be appealed as follows:**
- a. May be appealed within 30 days of its issuance, unless the responsible individual or panel considering the appeal considers a further period is appropriate.
 - b. Where the order issued pursuant to Section 177 may significantly affect the education, health or safety of a student, the student or the student's parent(s) may appeal the decision pursuant to section 11 in accordance with the Appeals Policy and Procedure Bylaw approved by the Board of Education ("Board").
 - c. Where the order may not significantly affect the education, health or safety of a student, the order may be appealed to the next level of administration issuing the order (i.e., an order of a principal may be appealed to a director of instruction; an order of an assistant superintendent may be appealed to the Superintendent; an order of the Superintendent may be appealed to the Board).
 - d. The Board may establish procedures for the conduct of each appeal to ensure fairness and that the excluded individual has the opportunity to fairly respond to the decision to grant the order, including whether the appeal shall be conducted in writing or whether an oral hearing will be granted.
 - e. An appeal will normally be heard within thirty (30) days of being filed, unless such time limit is extended on reasonable grounds.
 - f. A decision on the appeal shall be rendered in writing, with reasons, within 14 days of the hearing of the appeal.
 - g. A decision on the appeal is final and may not be appealed further, except that decisions appealed pursuant to section 11 may, if permitted by the School Act and Appeals Regulation be appealed to the Superintendent of Appeals;
- 9. Any information in relation to a Section 177 order will only be collected, used or disclosed in accordance with the provisions of the [Freedom of Information and Protection of Privacy Act](#). Such information may be collected to:**
- a. maintain a safe, orderly and effective educational environment at schools and on school district property;
 - b. facilitate an appeals process.

RECEIVED FOR INFORMATION: April 12, 2017

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