
AP 157 – Prohibiting Access to School District Property – Maintenance of Order

Background

West Vancouver School District places the utmost importance on ensuring the safety and security of both students and staff. The purpose of this procedure is to ensure the protection of students and staff and prevent disruptions of schools, as outlined in Section 177 of the [School Act](#).

Section 177 of the School Act is designed to prevent disruptions to school operations and functions, while ensuring the protection of students and staff. Individuals who are directed to leave school premises under Section 177 of the School Act are prohibited from returning without prior written authorization from the appropriate school district designate. Any violation of this section will result in a formal complaint, potentially leading to police charges.

Procedures

1. Authorized personnel are permitted under this section to direct a person to leave school district property.
2. Persons directed to leave school property under Section 177 of the [School Act](#) (see 'Maintenance of Order' below for the full text of Section 177) may not return without the prior approval of the principal or other authorized personnel who may call for assistance from law enforcement if necessary.
3. If a person contravenes this section of the [School Act](#), they commit an offence.
4. Issuance Guidelines
 - 4.1 Exclusion orders may be issued in circumstances where the School District determines that a person's actions:
 - 4.1.1 Pose a risk to the safety of students, staff or others in the school community, or

- 4.1.2 Present significant and serious disruption to the educational programs offered by the school.

4.2 The following are authorized to direct others to leave school / or all district property under this section:

- 4.2.1 Superintendent
- 4.2.2 Deputy Superintendent
- 4.2.3 Assistant Superintendent
- 4.2.4 Secretary-Treasurer
- 4.2.6 District Principal
- 4.2.7 Principal/Vice Principal or designate

5. Procedures for Issuance

5.1 Any of the individuals authorized above must consult with an Assistant Superintendent, Deputy Superintendent or Superintendent.

5.2 Principals should contact an Assistant Superintendent or Deputy Superintendent to request a written exclusion order.

5.3 The administrator should contact the West Vancouver Police Department if necessary (e.g. if 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).

5.4 Written notification must be provided to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and information about avenues of appeal.

5.5 All exclusion orders must be reported to the Superintendent or designate. The district office will maintain a record of all exclusion orders.

5.6 Authorized individuals must document the incident, including the following information:

- 5.6.1 Name of school
- 5.6.2 Date, time, and location of incident(s)
- 5.6.3 Description of incident(s)
- 5.6.4 Name (and contact information) of person excluded under Section 177.

- 5.6.5 Name of principal or other administrator who directed the person to leave the school property
- 5.6.6 Length of exclusion
- 5.6.7 Date for review (not to exceed one year)
- 5.6.8 Name of the person completing the document

6. Appeals

6.1 Excluded persons may appeal the exclusion to the immediate supervisor of the administrator who issued the order.

6.2 The appeal must be filed within 30 days from the date indicated on the written notification.

6.3 Appeal decisions and the associated reasons will be communicated in writing within 10 working days of hearing the appeal.

6.4 Should the decision to exclude significantly affect the education, health or safety of a student, an individual may file an appeal under Section 11 of the [School Act](#) and Board Policy 13 – Appeals Bylaw.

MAINTENANCE OF ORDER:

177 (1) A person must not disturb or interrupt the proceedings of a school or an official school function.

(2) A person who is directed to leave the land or premises of a school by a Principal, Vice Principal, director of instruction or a person authorized by the board to make that direction.

(a) must immediately leave the land and premises, and

(b) must not enter on the land and premises again except with prior approval from the Principal, Vice Principal, director of instruction 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) A Principal, Vice Principal, 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

Section 1 of the *School Act* defines “school” as follows:

"**school**" means

- (a) a body of students that is organized as a unit for educational purposes under the supervision of a Principal, Vice Principal or,
- (b) the teachers and other staff members associated with the unit.

REFERENCES:

[School Act Section 11](#)