

POLICY 414: PROHIBITING ACCESS TO SCHOOLS

ADMINISTRATIVE PROCEDURES

1. Prohibiting a person from a school should only occur after other reasonable options to resolve the situation have been considered and/or attempted and only under the following circumstances:
 - there is a risk to the safety of students, staff, or others in the school community
 - the person poses a significant and ongoing disruption to the educational programs offered by the school, or
 - when directed to do so by a peace officer
2. Where practicable, consultation with the Director of Instruction or with the Assistant Superintendent should occur prior to issuing an exclusion order under section 177. In the case of an ongoing disruption, consultation with the Director of Instruction will be required.
3. The administrator issuing an exclusion order should call for assistance from the RCMP in the event the individual poses an imminent threat or refuses to leave after being directed to do so.
4. All exclusion orders must be documented and reported to the Superintendent, the Safe and Caring Schools Coordinator, and to the RCMP within 72 hours of issuing the order. A record of the order, and all related processes, will be kept at the school, in the Superintendent's office, and in the office of the Safe and Caring Schools Coordinator, until the order expires, in a manner consistent with the Freedom of Information and Protection of Privacy Act.
5. Principals will inform school staff, on a need to know basis, of who has been excluded from the school property. Employees are expected to maintain confidentiality in accordance with [Policy 506: Employee Code of Conduct](#) and [Policy 611: Privacy](#).
6. Written notification will be delivered to the excluded person within five business days, using the NVSD Section 177 template, including reasons for and the length of the exclusion, date for review, and information about avenues of appeal.
7. The excluded person may appeal the exclusion to the immediate supervisor of the administrator who issued the order. This may be the Director of Instruction, the Assistant Superintendent or the Superintendent. The appeal must be filed in writing within thirty working days of the date that the order was received by the excluded person. The appeal must be reviewed in a meeting with the excluded person and a written decision rendered within ten working days of receipt of the appeal. 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 North Vancouver School District Policy 906: School Act Appeals.