

**Protection of Students and Maintenance of Order**

**Policy No. 302.12R**

**REGULATIONS**

**1. Procedure**

The following procedures are to be adhered to when considering an exclusion as per Section 177 of the *School Act*:

- 1.2. Where practicable, provide prior notice to the Superintendent of Schools or Assistant Superintendent of the intention to issue an exclusion order under Section 177.
- 1.3. Call for assistance from the police if the Principal/Vice Principal 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).
- 1.4. Report the incident to the Superintendent of Schools, or designate.
- 1.5. Provide written notification to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and information about avenues of appeal.
- 1.6. 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.

**2. Appeals Process**

- 2.1. Persons excluded through Section 177 have 30 days to appeal the decision directly to the Superintendent of Schools. If the Superintendent of Schools made the decision to exclude, the appeal will be forwarded to the Board.
- 2.2. Persons appealing will be asked to respond to the information included in the notice of exclusion.

- 2.3. A decision to the appeal will be made and communicated in writing within 15 business days of receiving all requested information. In some cases, an appeal of an exclusion under Section 177 could be heard through a Section 11 appeal, where a decision of a board employee significantly affects the education, health or safety of a student.

### **3. Protection of Information**

All personal information collected in relation to a Section 177 exclusion will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*.