District or School District Letterhead

Date:

To Parent/Guardian of (*Student*)

OR

(*Address directly to the Perpetrator if an adult, and customize the letter accordingly.)*

Dear :

On (*Date), (Name of Student/Perpetrator)* was requested by the Principal and or/Board authorized designate of (*Name of School)* to leave (*Name of School)* property.

I am informing you of *Section 177* of the *School Act* which states:

1. No person shall disturb or interrupt the proceedings of school or an official school function.
2. A person who is directed to leave the land or premises of a school by an administrative officer or a person authorized by the Board to make that direction:
	1. Shall immediately leave the land and premises, and
	2. Shall not enter on the land and premises again except with prior approval from the administrative officer 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. An administrative officer of a school or a person authorized by the Board may, in order to restore order on school premises, require adequate assistance from a law enforcement officer.

In accordance with the above, and as per District Protocol S-18 Section 177 Maintenance of Order, (*Name of Student/Perpetrator)* is directed to not trespass upon (*Name of School)* school property from this date forward until (*Date).* This order will be reviewed by (*date)* at which time a decision whether to grant access to the (*Name of School)* will be determined. A copy of this letter will be given to the local RCMP. (*Name of Student/Perpetrator)* should be aware that if *(he/she)* chooses to come on the school grounds, a complaint will be laid and charges pursued by the local RCMP. This decision may be appealed in accordance with District Protocol S-18 Section 177 Maintenance of Order.

I regret that (*Name of Student/Perpetrator)’s* actions have made this letter necessary.

Yours truly,

Principal

Name of School

cc: