



(School Letterhead)

To Parent/Guardian of (Student):

Address

**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:
 - (a) shall immediately leave the land and premises, and
 - (b) 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 peace officer.

In accordance with the above, (Name of Student/Perpetrator) is directed to not trespass upon (Name of School) school property from this date forward until (Date) except by appointment. A copy of this letter will be given to the (local police jurisdiction). (Name of Student/Perpetrator) should be aware that if they choose to come on the school grounds, a complaint will be laid and charges pursued by the (local police jurisdiction). This decision may be appealed to the Superintendent of Schools. Unsatisfactory resolution of the matter may be appealed to the Board of Education.

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

Yours truly,

Principal

Name of School

cc: (Name), Superintendent of Schools
(Name), Safe Schools Coordinator Cst.
(Name), RCMP
Principal of student's school if applicable