

ADMIN PROCEDURES MANUAL  
Administrative Procedure 345 – Appendix B

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**SECTION 177 LETTER - ADULT**

[USE SCHOOL LETTERHEAD]

[DATE]

[NAME]

[STREET ADDRESS]

New Westminster, BC  
V3X XXX

To [NAME]:

On [date of incident], you were informed by the administrative team at [NAME OF SCHOOL] to not be on school property. You are expected to comply with Section 177 of the British Columbia School Act.

Section 177 of the B.C. School Act

- (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 or Director of Instruction 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, you are directed to not trespass upon school property from this date forward. We hope that with your cooperation, it will not be necessary to take legal action. A copy of this letter will be sent to the New Westminster School District and the New Westminster Police Department.

Sincerely,

[NAME of SCHOOL PRINCIPAL]

Principal

*Reference: Sections 9, 17, 20, 22, 65, 79, 85, 177 School Act  
Child, Family and Community Service Act*

*SD No. 40 (New Westminster)*

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*Adopted: June 22, 2021*

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