

ADMIN PROCEDURES MANUAL  
Administrative Procedure 345 – Appendix C

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## SECTION 177 LETTER - YOUTH

[USE SCHOOL LETTERHEAD]

[DATE]

To the Parent(s)/Caregiver(s) of [NAME]  
[STREET ADDRESS]  
New Westminster, BC  
V3X XXX

Dear Parent(s)/Caregiver(s):

On [date of incident], [NAME] was informed by the administrative team at [NAME OF SCHOOL] to not be on school property. As [NAME] is not a registered student at this school, [NAME] is 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, [NAME] is directed to not trespass upon school property from this date forward. We hope that with your help and the cooperation of [NAME], 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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