
Section 4

SECTION 4: SCHOOL ADMINISTRATION

Title of this procedure: Access to school premises

Policy: Under Policy 3.1: Relations: The Director of Education must treat students, parents, staff or members of the community in such a manner that respects the CSF's governance policies.

The Director of Education must not fail to undertake reasonable and necessary actions to maintain a safe, healthy and respectful learning and work environment.

Purpose: To ensure the safety of students and staff by implementing security measures to control access to school premises in accordance with *Education Act, 1995*.

School premises are not public spaces. The school staff is *in loco parentis* with regards to the students and is responsible for their safety.

The school has the responsibility to ensure a safe environment conducive to learning and work.

Officials: In general: the Director of Education, in consultation with the school principal.
For curriculum issues: the Superintendent in charge of curriculum services, in consultation with the school principal.
For student services: the Superintendent in charge of student services, in consultation with the School Principal.
For the CÉF'S administrative offices: the Director of Education or superintendants, depending on the circumstances.

Who: All persons who frequent or visit school premises.

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Right of access: is defined as the right to be present on school property, within the areas as granted by the CÉF's Director of Education, Superintendent or School Principal.

During the school day (8:45 to 3:45), staff and students registered at the school, with the exception of suspended or expelled students, have the right of access to school premises.

Definitions

In loco parentis: One who acts in the place of a parent.

Visitor: Any person who goes to a CÉF school or administrative office for lawful purposes to meet someone and who has right of access.

Parent: A parent or guardian whose child is registered at the school, who goes to the school to meet a staff member or their child and has right of access.

Intruder: Any person who does not have the right of access to school premises as well as any person who has lost their right to access following a decision by the Director of Education, the Superintendent or the School Principal.

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Procedure:

1. Visitors and parents who go to a school or administrative office must report, upon arrival, to the reception or the secretary in order to obtain authorization to access school premises. This authorization does not allow visitors and parents to wander the entire school premises.
2. Visitors and parents must sign the registry, carry the necessary identification on their person and agree to wear a badge.
3. The badge will consist of a card on a chain *or* a lapel pin *or* a sticker that the visitor or parent must wear in full view on their person.
4. Authorization is granted for a specific time and area.
5. Former students of the school shall be advised that they must obtain a visitor pass in order to circulate within their former school.
6. Visitors and parents who do not conform to the procedure as described herein will be considered intruders and will be asked to leave the premises immediately by the school principal, a member of the staff or any other person of authority.
7. Any person whose presence or actions are deemed, by the school principal or any other person of authority, to cause harm to the safety or well being of another person or to the students' education is not authorized to remain on school premises or to return without prior authorization.

Intruder

8. Any person identified as an intruder on school premises will be asked to state the reason for their presence. If authorization to remain on the premises as a visitor or parent is not granted, he or she must leave the premises immediately.
9. If an intruder refuses to leave the premises following a verbal request by the person of authority, the following information will be recorded:
 - a) Where possible, the name and address of the intruder;

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- b) A description of the person;
- c) The details of the conversation;
- d) A description of the vehicle used, if applicable;
- e) In certain cases, a photograph of the intruder will be taken;
- f) Police will be called if required, depending on the situation caused by the intruder.

Postings

- 10. Notices are posted in all schools indicating to visitors and parents that they must report to the reception or the secretary and obtain authorization to circulate within school premises. These notices are visible at the entrances and installed such that they can be removed easily. They are written in both official languages.

Implementation of this administrative procedure

- 11. At the start of every school year, the school principal will inform students, staff, parents, guardians, and volunteers at the school as well as members of the school council of the content of this administrative procedure pertaining to the right of access to school premises and all other school regulations pertaining to safety.
 - 11.1 All CÉF staff members are required to cooperate with the implementation of this administrative procedure.
 - 11.2 This administrative procedure will remain in place at all times, particularly during the first and the last days of classes in the school year.

Ref : *Sections 85, 86 and 367 of the Education Act, 1995*
The Trespass to Property Act
Occupational Health and Safety Act, 1993