



CALGARY BOARD OF EDUCATION

Administrative Regulation 1029 - Operation of Schools

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Preamble Schools shall be operated in accordance with the School Act, the regulations of Alberta Education, and the policies and regulations of the Calgary Board of Education.

Admittance to schools 1 Students shall have admittance to schools a reasonable time before the beginning of each session, morning and afternoon. In severe, stormy, or rainy weather, pupils shall not be required to wait outside. Students who enter a school early will be responsible to a staff member.

Severe weather 2 It is expected that schools will make special arrangements to accommodate students over the lunch hour during very severe weather.

Visitors 3 Visitors to schools during school hours are subject to guidelines or directions issued by the principal concerning their presence and conduct.

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| Solicitation | 4 | No person shall be admitted to the school on business to promote the sale of insurance, stocks, bonds, school equipment or supplies, or other articles or material. This prohibition will not apply if the school staff invites a presentation during out-of-school hours. See Administrative Regulation 1029.1 - Operation of Schools - Commercial Ventures. |
| Use of school premises by outside individuals or organizations | 5 | No use of school premises by outside individuals or organizations shall be permitted except as authorized by the office of the Superintendent of Facilities or of the Chief Superintendent of Schools. See Administrative Regulation 8004 - Community Use of School Buildings, Grounds and Facilities. |
| Fire drills | 6 | Fire drills shall be held six times per year in accordance with Administrative Regulation 3021 - Fire Drills and Alarms. |
| Bicycles and motorized vehicles | 7 | Bicycles and motorized vehicles shall not be ridden or driven on school grounds, except in authorized areas. |
| Accident prevention | 8 | Accident prevention shall receive careful attention from all staff in the operation of schools. Periodic and systematic surveys and checks of school premises and equipment shall be made with a view to preventing accidents. Responsibility for the immediate reporting of any defective equipment or dangerous condition to the appropriate Board official rests with every employee of the Board. Systematic attention shall be given to the exercise of safe practices by staff and students. |
| Medical attention | 9 | In case of accidents to students or others, prompt assistance shall be rendered to the injured person. Medical attention shall be secured where necessary. The provision of suitable transportation to the injured party's home or to hospital at Board expense is authorized. A written report, signed by the principal or designate, shall be submitted promptly to the Director of Corporate and Legal Affairs giving full particulars. All accidents involving any student or other person and occurring on the school premises or in connection with a school-sponsored activity that takes place away from school must be reported. |

Supervision of students	10	The principal shall be responsible for ensuring that adequate provision shall be made in every school for the proper and effective supervision of students at all times when they are on school premises or participating in school-sponsored activities carried on away from school. Teachers are required to assist in providing supervision.
Caretaker	11	The caretaker is responsible to the principal and to the Director of Operations for the care and cleanliness of the school and its equipment and grounds and for the maintenance of proper physical conditions in classrooms and other sections of the school. All staff are responsible for giving the caretaker access to their rooms at appropriate times to carry out caretaking duties. Staff are also responsible for keeping their desks, books, and other property neat and orderly so that dusting can be easily and efficiently done; for ensuring that pupils leave their rooms in a neat and tidy condition with desks in order, and waste paper and other rubbish in a wastebasket; and for careful oversight of the equipment for which they are responsible.
Emergency closing procedures	12	In the event of disruptions to the water, electrical or gas service to schools, Emergency Closing Procedures (distributed annually by the Chief Superintendent) shall be followed.
Flag	13(1)	The national flag of Canada must be flown from the flagpole of all schools each and every school day, and the facility operator or designate must raise and lower the flags at the appropriate time of day.
	(2)	Administrative Regulation 3074 - Flag and Anthem sets out the rules for the Canadian flag and the flag of Alberta.
Structural changes	14	No structural changes shall be made in any school building without the prior approval of the Superintendent of Facilities.
Vandalism	15	Any act of vandalism shall be reported to the Director of Operations by the caretaker. A damage report form shall be completed and forwarded to the Property Supervisor, Security.

Approved: May 2, 1963
Re-issued: February 15, 2003
1st Amendment: July 29, 2004
2nd Amendment: April 19, 2005

References

- Legal References:**
- School Act, R.S.A. 2000, c. S-3, sections 26 and 50
- Administrative Regulation References:**
- 3074 - Flag and Anthem
- Other References:**
- For additional information on Canada's Flag, see the information from the federal government available from Canadian Heritage, The National Flag of Canada, at:
http://www.canadianheritage.gc.ca/progs/cpsc-ccsp/sc-cs/df1_e.cfm