

Directive: Access to School Premises

Category: School Management

PREAMBLE

In order to ensure the safety of its students and staff, the CSFY is regulating visits to school premises.

DIRECTIVE STATEMENT

The CSFY believes that certain groups of individuals have the right to be on school premises (school buildings and schoolgrounds, including parking areas) during normal school hours. Visitors who do not normally have access to school premises must report their presence to reception.

TERMS AND CONDITIONS

The following individuals shall have access to school premises:

- Students currently enrolled in the school;
- Parents and guardians of students enrolled in the school;
- Individuals employed by the CSFY or whose services are contracted by the CSFY;
- Individuals on school premises for another lawful purpose (mail delivery, voting, etc.);
- Individuals invited to attend an event, class or meeting on school premises, and who are there for that reason;
- Individuals invited onto school premises for a particular purpose by the school principal or by another person empowered by the CSFY to provide such an authorization, and who are there for that reason;
- CSFY school trustees.

1. Procedure

- 1.1 Authorization to be on school premises does not permit the authorized person to visit all school premises.
- 1.2 If, in the opinion of the school principal or any other CSFY-authorized representative, the presence of a particular individual might jeopardize the safety or wellbeing of another person or if their presence might interfere with school activities, access shall be denied.
- 1.3 Authorization to be on school premises is contingent upon visitors reporting their presence in the visitor logbook.

- 1.4 Any person who is not authorized to be on school premises shall be considered a trespasser in accordance with the *Yukon School Trespass Act*.
- 1.5 The school principal shall promptly advise the CSFY Executive Director if such an incident occurs.

2. Visitor logbook

- 2.1 The school principal shall make a visitor logbook publicly available in the school office.
- 2.2 The school principal or administrative assistant shall ensure that all visitors, guests, CSFY employees, contractors and maintenance staff fill out and sign the visitor logbook upon their arrival and departure. The school principal shall put in place special measures for particular circumstances (e.g. emergencies).
- 2.3 The school principal or administrative assistant shall ensure that any person accessing a designated area in the school is authorized to do so.
- 2.4 In the event that someone requests to see a student or staff member, the school principal or administrative assistant shall ensure that the person has the right to do so. The person in question shall wait in the school office until the requested student or staff member arrives.