



HERITAGE ACADEMY

OF LEARNING EXCELLENCE



SCHOOL SAFETY POLICY

207 BAYSWATER AVENUE
OTTAWA • ONTARIO • K1Y 2G5

TEL: 613-722-0133

FAX: 613-722-7881

EMAIL: info@heritage-academy.com

WEB: www.heritage-academy.com



SAFETY POLICY

The safety and security of all students is of utmost importance to Heritage Academy. It is with the genuine concern for the safety of students that this policy is being developed. Although this new policy may restrict student activities and parental access to the school premises, it allows administrators and teaching staff to effectively monitor and control what is taking place on school property and who is accessing the school.

1.0 Preamble

Heritage Academy offers a learning environment that is safe for both students and staff. The staff is responsible for ensuring the safety of students that have been placed under their care. While there have been no incidents that have compromised the safety of students and staff members, it would be negligent to not take safety concerns seriously and take steps to mitigate the risks. Due to the increase in the number of students attending Heritage Academy, a new safety policy has been implemented, in accordance with the requirements of The Safe Schools Act, 2000.

2.0 Policy Objective

To ensure the safety of our students and staff at all times while on school premises.
(School Hours – 7:30 am to 5:30 pm)

3.0 Policy Statement

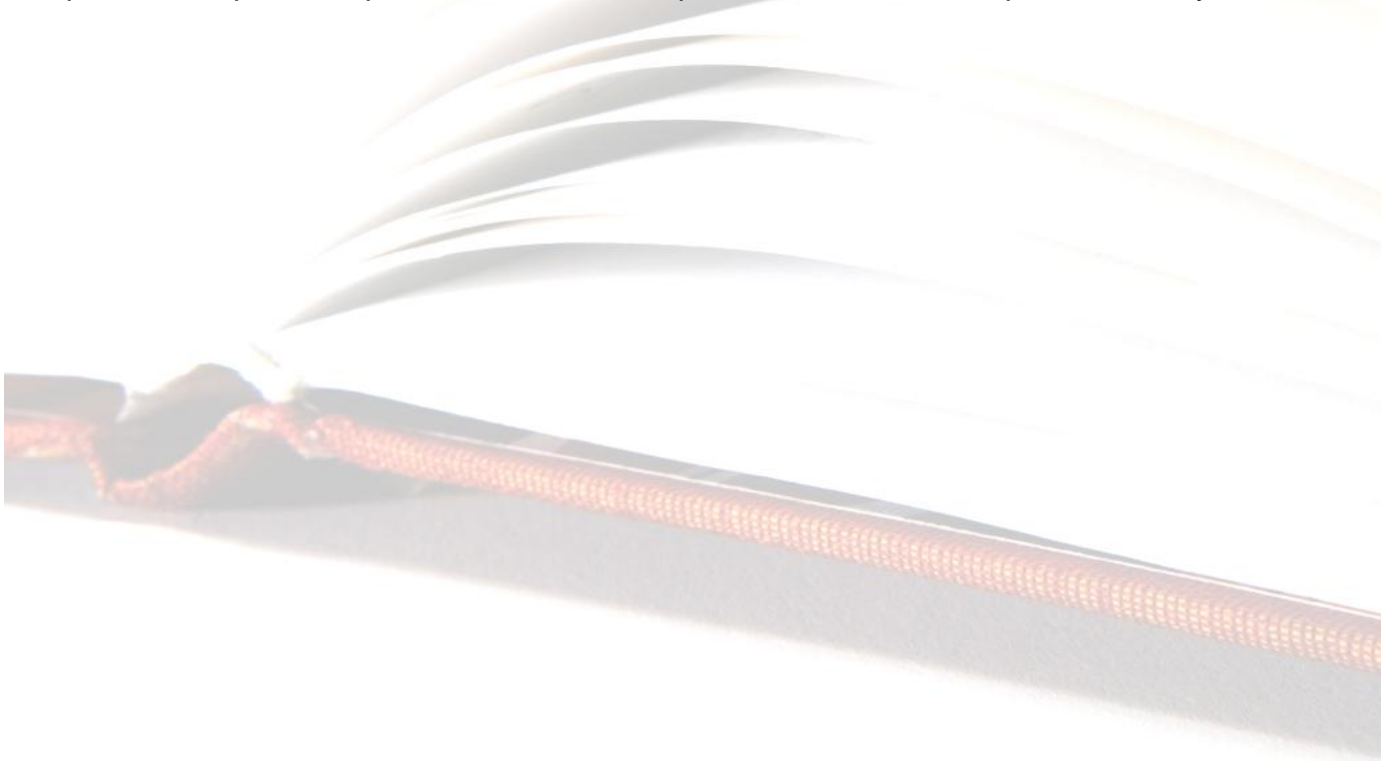
All Heritage Academy Students must be assured a safe learning environment.

All Heritage Academy staff must be assured a safe working environment.

Parents, guardians, and caregivers of students must be permitted reasonable access to school facilities to allow active participation in their child's education, while respecting the need to ensure the safety of students and staff.

4.0 Responsibility for Safety Program

The vice-principal will have overall responsibility for the safety program of the school. It will be the responsibility of the vice-principal to see that appropriate staff members are kept informed and understand the current state and local requirements relating to fire prevention, personal protection, sanitation, public health, and occupational safety.



5.0 Requirements

The following rules must be observed at all times by students, staff and parents, guardians, and caregivers while on school property, and while participating in school sponsored outings or activities.

5.1 **Emergency Measures**

Please see Fire Emergency Protocol for details on fire evacuation procedures.

A Fire Emergency Evacuation Plan must be prepared and updated on an annual basis, or more frequently as required. The Fire Emergency Plan must:

- I. Be made available to all staff, students, and parents, guardians, and caregivers at the beginning of the school year, or whenever significant changes are made;
- II. Outline the roles and responsibilities of administrators and teachers;
- III. Designate a safe rendezvous site where all students and staffs will meet once they have exited the building; and
- IV. Be validated/tested/exercised on a continuous basis to ensure students and staffs are familiar with the procedures (no less than twice per school year).

5.2 **Restricted Items**

The following items are restricted and shall not be brought onto school property by students, staff or parents/guardians/caregivers:

- I. Knives, weapons, ammunition, or explosive devices;
- II. Matches, lighters, or other incendiary devices, with the exception of items approved for use in curriculum activities;
- III. Illegal drugs or alcohol;
- IV. Tobacco products are not to be consumed; and
- V. Pornographic materials, hate literature or otherwise demeaning materials.

5.3 Restricted Activities

The following activities will not be tolerated on school premises by students, staff or parents/guardians/caregivers:

- I. Offensive language;
- II. Harassment of another student or staff member on the basis of race, sex, national origin, religion, disability, physical appearance or sexual orientation;
- III. Sexual harassment or displays of a sexually suggestive nature;
- IV. Fighting, bullying or abusing of staff or students;
- V. Uttering a threat to inflict serious bodily harm;
- VI. Skateboarding or rollerblading, unless approved and supervised by staff; and
- VII. Soliciting other than for school approved events/charities.

5.4 Reporting of Child Abuse or Suspected Abuse

Please see School Procedures for details on the Child and Family Services Act.

Heritage Academy staff members are bound by the requirements of The Child and Family Services Act, which contains provisions under Part III, Child Protection, for reporting a child who is or may be in need of protection. As such, it is the duty of all staff members to report his or her suspicions "forthwith" to a children's aid society and provide the information on which the suspicions are based.

5.5 Code of Conduct

See School Procedures for details on the Code of Conduct.

Heritage Academy abides by the Ontario Code of Conduct which sets clear provincial standards of behavior. It specifies the mandatory consequences for student actions that do not comply with these standards.

Guiding Principles:

- I. All participants involved in the school – students, parents or guardians, volunteers, teachers and other staff members -- are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities;
- II. All members of the school are to be treated with respect and dignity, especially persons in positions of authority; and
- III. Responsible citizenship involves appropriate participation in the civic life of the school. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and those of others.

5.6 Building Access Restrictions

To the extent necessary, access to the hallway zone and classrooms must be controlled at all times:

- I. Parents, guardians, and caregivers shall not enter the hallway zone at any time, without staff escort or first obtaining a visitor pass from the office or the before/after school supervisor in the gym;
- II. Parents, guardians, and caregivers shall drop off/pick up their children in the gym area in the morning and at the end of the school day; and
- III. Parents, guardians, and caregivers who bring their son/daughter late shall drop their child off at the main doors on Bayswater Avenue. The student shall then report directly to the office.

5.7 Student Absenteeism

The roles and responsibilities of parents, guardians, and caregivers are as follows:

- I. Parents, guardians, and caregivers are responsible for communicating either by telephone or by e-mail of planned pupil absences or lateness to the school on a timely basis;

- II. Parents, guardians, and caregivers are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts; and
- III. Heritage Academy will be responsible for maintaining and managing a confidential fan-out list of names and current telephone numbers, in order of priority, of parents, guardians, caregivers, or other individuals to be notified in case of an unexplained pupil absence.



5.8 Student Departures from School Facilities

While attending Heritage Academy, students are under the care of school staff. To ensure student safety, the following rules will be enforced:

- I. Students are not permitted to leave school grounds at any time during school hours, unless accompanied by his/her parent, guardian, or caregiver, except for students in grades 9 and higher during the lunch period and at the end of the day;
- II. No student in grades 1 to 8 will be permitted to leave the school until his/her parent, guardian, or caregiver enters the school to pick up their child (i.e. parents, guardians, and caregivers must come into the gym to pick up their child at the end of the school day);
- III. No student is permitted to exit the school without permission from a staff member; and
- IV. If student is to be picked up after school by any person other than the designated parent, guardian, or caregiver, arrangements must be made with the school prior to the end of the school day, preferably advance communication by telephone, e-mail and or written signed note.

5.9 Parent/Guardian Meetings with Staff

Parents/Guardians are strongly encouraged to take an active role in their child's education. To facilitate an open and receptive environment for parent/teacher/administrator discussion, while maintaining effective control over access to the school, the following rules must be observed:

- I. Parents/Guardians who are seeking to meet with a teacher shall contact, by e-mail or by telephone in advance, the main administration office to schedule an appointment or to obtain a visitor's pass. This will ensure that the teacher is available to meet with the parent or guardian when he/she arrives;
- II. Parents/Guardians who are seeking to meet with school administrators shall contact, by e-mail or by telephone in advance, the main administration office to schedule an appointment. This will ensure that the administrator is available to meet with the parent or guardian when he/she arrives; and
- III. Parents/Guardians are to enter the school using the main doors on Bayswater Avenue between the hours of 8:45 a.m. and 3:15 p.m. An administrator will meet the parent or guardian and direct him/her to the appropriate meeting room.

5.10 Medication

The Board of Education Policy prohibits the dispensation of any medication unless proper forms have been completed.

MEDICATION:

- I. Must be brought to school by the parent/guardian in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Medication must not be brought to school on the bus by the child;
- II. Parents must provide the school with a completed medication dispensation form. This form is available in the school office;
- III. The medication container must be labeled with the appropriate dosage and time; and
- IV. All medication, both prescribed and over-the-counter, must be kept in the school office in locked storage and may be distributed only by authorized personnel.

