

administrative regulation

Administrative
Regulation No.
1029

Classification:
General

Effective Date:
March 6, 2026

Operation of Schools – Safety and Security

1 | Purpose

The purpose of this administrative regulation is to:

- ensure schools operate in accordance with the *Education Act*, regulated responsibilities, and policies and regulations of CBE.

2 | Scope

This administrative regulation applies to:

- all CBE employees.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

4 | Principles

The following principles apply.

- CBE is committed to fulfilling their legislative and regulated responsibilities.

5 | Definitions

CBE: means The Calgary Board of Education.

6 | Regulation Statement

- 1) The following procedures are general in nature and will stand alone or direct the user to a formal administrative regulation.

7 | Procedure

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 are not required to wait outside. Students who enter a school early are responsible to a staff member.

Severe Weather

- 2) Schools are expected to make special arrangements to accommodate students over the lunch hour during very severe weather.
 - a) Additional guidance located on the CBE [Weather & Environmental Health page](#) may support school decision making.



Visitors	3) Principals provide guidelines or directions on the presence or conduct that visitors are subject to and responsible for following.
Solicitation	4) No person shall be admitted to a school to conduct business unless done in compliance with Administrative Regulation 1029.1 – Operation of Schools – Commercial Ventures.
Use of School Premises by Outside Individuals or Organizations	5) Consistent with Administrative Regulation 8004 Use of Schools Outside of Instructional Hours, 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.
Perimeter Security	6) Schools will have perimeter security to ensure all doors are locked during instructional hours and access to the building is secured. a) This requirement may not always be operationally viable for a high school. For a high school, any request for deviation from the perimeter security requirements of this Administrative Regulation will be made by the principal to their Education Director. The Education Director will consult with the Director, Risk, Safety & Security on the request. The Education Director and Director, Risk, Safety & Security will jointly make a recommendation on the request for approval by the school's assigned Superintendent of School Improvement. Any approved deviation will be documented by the Director, Risk, Safety & Security.
Fire Drills	7) Fire drills shall be held six (6) times per year in accordance with Administrative Regulation 3021 School Emergency Practices and Procedures.
Lockdowns	8) Administrative Regulation 3021 School Emergency Practices and Procedures sets the expectation that lockdowns drills will be held two (2) times per year with the support of Calgary Police Services.
Accident Prevention	9) Consistent with Administrative Regulation 3076 Safety: Accidents in Schools, 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	10) Consistent with Administrative Regulation 3076 Safety: Accidents in Schools, 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, giving full particulars is made through appropriate CBE recording procedures and processes.

- a) 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	11) Consistent with Administrative Regulation 3076 Safety: Accidents in Schools, the principal shall be responsible for ensuring that adequate provisions shall be made in every school for proper and effective supervision of students at all times when they are on school premises or participating in school-sponsored activities off school property. Teachers are required to assist in providing supervision.
Caretaker	12) The facility operator is responsible to the principal and to the Director, Facility Operations for the care and cleanliness of the school. The facility operator is responsible for the maintenance of the physical school plant, facility equipment and grounds. Facility staff will have access to classrooms at appropriate times to carry out custodial and maintenance duties.
Principal Responsibilities	13) The school principal is responsible to ensure equipment and learning materials are neatly stored in appropriate locations. The principal is to ensure that students keep all areas of the school in a neat and tidy condition.
School Staff Responsibilities	14) School staff are responsible for keeping their classrooms, materials, and other learning spaces neat and orderly so that cleaning and maintenance can be carried out efficiently.
Emergency Closing Procedures	15) In the event of utility disruptions the Major Unforeseen Event Protocol is to be followed.
Bicycles and Motorized Vehicles	16) Bicycles and motorized vehicles shall not be ridden or driven on school grounds, except in authorized areas.
Structural Changes	17) No structural changes shall be made in any school building without the prior approval of the superintendent of Facilities.
Vandalism	18) Any act of vandalism shall be reported to the designated facilities team lead for the facility. A property damage report form shall be completed and forwarded to Risk, Safety and Security.



8 | History

Approval	May 2, 1963
Next Review	March 2031
Revision/Review Dates	July 29, 2004 April 19, 2005 March 6, 2026

9 | Related Information

- *Education Act*, S.A. 2012 c. E-0.3
- AR 1029.1 | Operation of Schools - Commercial Ventures
- AR 3021 | School Emergency Practices and Procedures
- AR 3076 | Safety: Accidents in Schools
- AR 8004 | Use of Schools Outside of Instructional Hours