

Note to Parents and Visitors

Welcome to our French International School campus!

To ensure the security of our school and students, please be reminded that only staff, students and registered visitors may enter beyond the school gate. Parents, helpers and guardians must drop off and pick up students outside the school gate.

Visitors must abide by the rules below, or they will be denied entry/required to leave the premises. FIS retains the final say on who may enter the premises.

Registration and Entry:

- ✓ Before entering the premises, all visitors must register with security, provide proof of identification upon request by the security guard/receptionist and state the purpose of their visit and the name of the person they have an appointment with (no drop-ins).
- ✓ Keep your visitor's badge prominently displayed at all times.
- ✓ Enter/Exit the premises only from the main entrance or other designated entrance notified to you by the security guard/receptionist.
- ✓ The school car park is for staff only. Visitors must comply with instructions relating to parking. Parking in unauthorized areas may result in towing or fines.

General Conduct:

- ✓ Respect the learning environment: be mindful of your language and conduct, keep your voice low, treat everyone with courtesy, care and respect.
- ✓ Do not wander around school premises unaccompanied.
- ✓ Do not leave your belongings unattended, they are your responsibility and the school does not accept any liability for damage or loss.

Photos/Videos:

- ✓ Do not take photos and/or videos without permission from the school. It is forbidden to take photos and videos of students and staff.

Safety and Security:

- ✓ Do not use students' washrooms.
- ✓ Do not enter restricted areas, including areas designated for staff-only use, laboratory rooms, faculty rooms and storage areas.
- ✓ Do not bring any illegal or dangerous items or substances, including drugs or alcohol onto school premises
- ✓ Do not smoke or use any form of alternative smoking product on school premises.
- ✓ Report any hazards or concerns to the person hosting you or any other staff member.
- ✓ In case of a fire alarm or other emergency, follow the evacuation instructions posted throughout the school campus or seek assistance from a staff member.

Additional Information

- ✓ If you need any assistance, ask the person hosting you the receptionist/security guards.
- ✓ Be reminded that you may be required to leave the premises if requested to do so by security guards, and the police may be called if deemed necessary.
- ✓ Be reminded that our campus is protected by CCTV.
- ✓ You are not allowed to come inside with a pet.

Thank you!