

<b>Kettle and Stony Point First Nation EDUCATION POLICIES</b>	NO 200 - 01
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SUBJECT:  <b>Safe Arrival</b>	EFFECTIVE DATE: 08/12/2010
	APPROVAL DATE: Motion: 18 Year/Month: 2010/08

## **POLICY**

It is the policy of the Kettle and Stony Point First Nation Education Committee that, in partnership with parents and/or guardians, Hillside School will account for the absence of students at school arrival times.

### **Regulations:**

1. School administration, in consultation with staff, will develop workable procedures to ensure that all students are accounted for. Safe arrival procedures, are not limited to, but, will reflect the following information:
  - i) There is an expectation that parents will inform Hillside school of a student's absence in advance.
  - ii) Indicate the method(s) parents should use to advise schools of student absence.
  - iii) There is an expectation teachers will inform the office promptly when a student is absent.
  - iv) Where a student is not accounted for the school will make every effort to contact parents and/or guardians or emergency numbers.
  - v) Where all reasonable attempts to verify the student absence have left the student unaccounted for, the principal will make a determination regarding the next steps to be taken considering factors such as the student's age, attendance patterns and involvement in community events.
  
2. The principal will ensure Hillside school has a directory with contact phone numbers for parents or guardians, etc. for each student at the school and that a new directory is established in September of each school year. Parents have a responsibility to ensure that up-to-date data for home, work and emergency telephone numbers are available in the school office.