

CHALO SCHOOL



Fort Nelson First Nation

Strong, Healthy, Proud and Self-Reliant

STUDENT  
AND  
PARENT HANDBOOK

2014 – 2015

This handbook has been designed to give a broad overview of some of our school policies, procedures, and support groups. We encourage you to become active partners in providing a quality educational program for our children.

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**Fort Nelson First Nation Community Education Authority**

Band Education programs are governed by the Fort Nelson First Nation Community Education Authority. The Community Education Authority meets every two weeks to discuss educational policy and issues. Board meetings are open to the public. Members of the Community Education Authority are:

Ms. Vera Nicolson – Chair Person

Ms. Roberta Michel – Vice Chair

Ms. Bernadette Makowski

Ms. Celine Kotchea

Ms. Jasmine Netsena

Ms. Janelle Badine

## **Chalo's Parents Club**

The First Nations Parents Club was created to acknowledge and support the key role of parents in ensuring educational success for their children. It provides parents with information, support, and rewards for their efforts. This initiative involves the organization of locally-based Parents Clubs in First Nations communities in British Columbia (BC), with support materials such as newsletters, incentive gifts, and parenting materials and resources supplied by the First Nation Schools Association (FNSA).

If any parents are interested in joining Chalo School's Parents Club, please contact Cyndi Bonn at Chalo School (250) 774-7651 or you can visit the First Nations Parents Club website at <http://www.fnsa.ca/programs/parents-club>

### **What is the purpose of Chalo School's Parents Club?**

1. To provide a forum for discussion regarding school activities.
2. To bring ideas, that might benefit children in the school, to the attention of the Principal.
3. To provide consultation on new programs, policies, and directions.

### **Who is on Chalo's Parents Club?**

1. The parents of students who attend Chalo School
2. The Principal of Chalo School

### **Who attends meetings?**

1. The parents of students who attend Chalo School.
2. A member of the Community Education Authority
3. School Staff Members

**Fort Nelson First Nation Education Department**

Education Coordinator Ms. Violet Markin  
Trades Program Coordinator Ms. Cyndi Bonn

**Chalo School Staff**

Education Director Ms. Kathi Dickie  
Principal Ms. Amanda Mercer  
Grade 8-12 Teacher Mr. Scott Seddon  
Grade 8-12 Teacher Ms. Ellie Dorosz  
Grade 8-12 Teacher Ms. Suzanne Dallas  
Grade 8-12 Teacher Ms. Jacky Faherty  
Grade 6/7 Teacher Mr. Bryce Ross  
Grade 4/5 Teacher Ms. Sharon Systad  
Grade 3 Teacher Ms. Jacqueline Hughes  
Grade 2 Teacher Ms. Rachel Walmsley  
Grade 1 Teacher Ms. Wendi Laing  
Kindergarten Teacher Ms. Jeanie Kenneway  
Preschool Teacher Ms. Roberta Badine  
Preschool Teacher Assistant Ms. Hilda Woodland  
Student Services Coordinator Ms. Jeanie Kenneway  
Youth Care Worker Ms. Aimee Badine  
Librarian Ms. Stephanie Parson  
Cree Language Teacher Ms. Nora Duntra  
Dene Language Teacher Ms. Amber Lloyd  
Culture Teacher Mr. Raymond Needlay  
Financial Administrator Ms. Jennifer Michel  
Educational Assistant Ms. Gabby Holt  
Educational Assistant Ms. Christine Kotchea

Educational Assistant

Ms. April Michel

Educational Assistant

Ms. Brandy Neitzel

Educational Assistant

Mr. Dustin Whitehead

Educational Assistant

Ms. Florence Michel

Secretary

Ms. Kayla Helget

Bussing

Diversified

Custodian

JDC Cleaning

**Adult Education Staff**

ABE Teacher

TBD

Chalo School has an unique and positive relationship with School District 81. Because of this relationship, we try to keep our school calendar as closely matched to the district's as we can. As School District 81 has different calendars for the elementary and high schools, we do as well.

**School Calendar Preschool Through Grade 7**

First Day of School	Tuesday, September 02
School Closed: Professional Development	Thursday, Sept. 25 and Friday, Sept. 26
Thanksgiving	Monday, October 13
Parent-Teacher Interviews	Friday, October 24
Remembrance Day	Tuesday, November 11
Christmas Vacation (begins 3:00 pm.)	Thursday, December 18
School Re-opens	Monday, January 05
First Winter Break	Friday, January 30
Family Day	Monday, February 09
Second Winter Break	Friday, February 27
Spring Break (begins 3:00 pm.)	Friday, March 20
Good Friday/ Easter Monday	Friday, April 3 and Monday, April 6
School Re-opens	Tuesday, April 07
May Long Weekend	Friday, May 15
Victoria Day	Monday, May 18
School Re-opens	Tuesday, May 19
National Aboriginal Day	Monday, June 22
School Closing for summer 12:00 noon	Wednesday, June 17

**Professional Development dates subject to change  
Chalo School AGM to be announced (In February )**

### School Calendar Adult Education

To support adult students who are parents, the Adult Education Calendar will match the Chalo School's Preschool through Grade 7 calendar, with the exception of the starting date of Monday September 8, 2014.

### School Calendar Grades 8 through 12

First Day of School	Tuesday, September 02
School Closed: Professional Development	Thursday, Sept. 25 and Friday, Sept. 26
Thanksgiving	Monday, October 13
Parent-Teacher Interviews	Friday, October 24
Remembrance Day	Tuesday, November 11
Christmas Vacation (begins 3:00 pm.)	Thursday, December 18
School Re-opens	Monday, January 05
First Winter Break	Friday, January 30
Family Day	Monday, February 09
Second Winter Break	Friday, February 27
Spring Break (begins 3:00 pm.)	Friday, March 23
Good Friday/ Easter Monday	Friday, April 3 and Monday, April 6
School Re-opens	Tuesday, April 07
May Long Weekend	Friday, May 15
Victoria Day	Monday, May 18
School Re-opens	Tuesday, May 19
National Aboriginal Day	Monday, June 22
School Closing for summer 12:00 noon	Thursday, June 25

**Professional Development dates subject to change  
Chalo School AGM to be announced (In February)**



## **Fort Nelson First Nation Vision Statement and School Goal**

The Fort Nelson First Nation: A Nation, A People - Strong, Healthy, Proud, Self-Reliant

Pride in:

- Who we are
- Where we came from
- Where we live

Community Priorities:

- a community that is self-reliant (sources of revenue)
- a community to be proud of
- a community that offers healthy choices
- a community in which the culture(s) are acknowledged, revived, and shared
- a community that offers a variety of services and programs

Chalo School Goals and Objectives to support the Fort Nelson First Nation Vision

- intellectual development - to offer programs that meet or exceed the Ministry of Education standards.
- social, emotional, cultural and physical development - to offer programs that reflect community needs and to liaise with the social, health, and recreation departments.

### Open Door Policy

Students are welcome to enter the school when they arrive in the morning. At Chalo School we strive to maintain a safe and friendly atmosphere. Scheduled supervision allows us to continually develop and monitor this atmosphere. We provide this supervision beginning at 8:30, recess, lunch and until 3:30 pm.

### Safe Arrival

To ensure that your son/daughter has arrived safely at school, we try our best to call each home daily if a student is absent. If your child is at home with your permission (illness, family matters, etc.), please call the school prior to 8:50 a.m. to let us know they will not be attending.

### BELL SCHEDULE

The Bell Schedule for **Kindergarten to grade 7** is as follows: (Monday through Friday)

8:50	Morning Drums
9:00	Morning Thought in Morning Circle
10:15	Recess
10:30	End of Recess
12:00	Lunch Begins
12:20	End of Eating Dismissal
12:47	End of lunch Bell
3:00	Dismissal

The Bell Schedule for **Preschool 3** is as follows: (Monday through Friday)

9:30	Session Begins
11:30	Dismissal

The Bell Schedule for **Preschool 4** is as follows: (Monday through Friday)

12:30	Session Begins
3:00	Dismissal

The Bell Schedule for Grades 8 through 12 and ABE is as follows: (Monday - Friday)

~High School - 327 minutes~

8:45 - 9:44	Period One
9:44 - 9:49	Transition
9:49 - 10:45	Period Two
10:45 - 10:50	Break
10:50 - 11:49	Period Three
11:49 - 12:20	Lunch
12:20 - 12:50	Prevention and Extension
12:50 - 1:50	Period Four
1:50 - 2:00	Break
2:00 - 3:00	Period Five

### **Before School Procedures**

Students may choose to:

- remain inside the school
- play in the gym

### **Recess Procedures**

Recess is a fifteen (15) minute break in our morning. Because it is such a short period, we encourage all students to go outside every day. A bit of fresh air is good for everyone! Unless students have permission to remain inside, (a signed note from parents, or parents have phoned) they are expected to go outside for recess.

### **Noon Hour Procedures**

Some students go home to eat at lunch time.

For students who remain at school to eat lunch:

- they will eat lunches in their classrooms between 12:00 p.m. and 12:20 p.m.
- At 12:20 p.m. students who have been assigned to the gym, park, or field for the day, need to play in the designated area, unless Administration has notified otherwise.

### **After School Procedures**

We have two bus runs after school. Students know if they are on the first or the second bus. First bus students leave to catch their bus at 3:05 p.m. Second bus students get to have fun in the gym until their bus arrives, usually around 3:30 p.m.

## **Administering Medication to Students**

The Community Education Authority recognizes its responsibility to ensure that pupils of school age attend school and that some of these pupils may be in need of certain medication. In those cases where a pupil requires medication during school hours for health related reasons, the administration of such medication shall be the responsibility of the parent(s)/guardian(s) to bring the matter to the principal's attention.

It is recognized that the medication to be administered should not require any special skill or knowledge on the part of the principal, or delegate.

The administration of medication must be carried out in accordance with the provision of the regulation in this protocol. Until such provisions are arranged, medication should not be administered, even though this may result in a pupil being absent from school for a few days.

### **Procedures and Regulations**

In providing medication to pupils, the following regulations shall be strictly observed:

1. No prescription or non-prescription medication are to be administered by Chalo School personnel, nor is the use of medication to be supervised, except in accordance with the following conditions. This applies to all medications including non-prescription/over the counter medications such as Tylenol and cough syrup.
  - a. The medication is required while the child is attending school;
  - b. A parent of guardian has requested the school's assistance and has given written authorization (form attached) to have the medication administered or supervised by an employee of Chalo School;
  - c. Written authorization has been received from a physician for prescription medications.
2. If an employee becomes aware that medication must be administered in school, the Principal shall be immediately notified.
3. If any concerns regarding the medication become evident, the Principal should contact the attending physician.
4. A record of all medication administered and the procedure for administering the medication shall be stored with the medication.
5. A log sheet (attached) is to be maintained in the office of the Principal or delegate to show:
  - a. the date and time of each administration of medication;
  - b. the initials of the individual administering the medication.
6. All medications in the keeping of the administrative officer or designate shall be stored in a safe and secure place.

*All Chalo School personnel have a "duty of care" under common law. In an emergency situation, the employee will take whatever action is appropriate and consistent with those of a careful (or prudent) parent.*

**Chalo School (Fort Nelson First Nation)**  
**Letter of Authority – Medication**

The purpose of this form is to provide the School Principal with the necessary information and authority to administer medication to pupils who require it in order to function satisfactorily in school activities.

Name of Pupil: \_\_\_\_\_

School: \_\_\_\_\_

a. Attending Physician: \_\_\_\_\_

Telephone: \_\_\_\_\_

b. Ailment being treated: \_\_\_\_\_

Medication: \_\_\_\_\_

c. Name of Medication: \_\_\_\_\_

d. Method of Administration: \_\_\_\_\_

e. Exact dosage: \_\_\_\_\_

f. Consequences of missing medication or incorrect dosage:

\_\_\_\_\_  
\_\_\_\_\_

g. Emergency procedures for (f):

\_\_\_\_\_  
\_\_\_\_\_

h. Important side effects:

\_\_\_\_\_  
\_\_\_\_\_

I consider that the above medication and administration thereof during the school day to be in the best interest of the above named pupil, and hereby authorize its administration by the School Principal or delegate.

Attending Physician: \_\_\_\_\_

I hereby authorize the School Principal or designate to administer the medication as described above to my son/daughter and to contact the physician named above should there be any further questions or concerns. I further authorize the physician to release any information pertinent to this matter.

Signature of Parent or Guardian: \_\_\_\_\_

**SCHOOL LOG  
FOR THE**

**ADMINISTRATION OF MEDICATION TO STUDENTS**

**Name:** \_\_\_\_\_ **(one form per student)**

<b>Medication</b>	<b>Date and Time Administered</b>	<b>Signed</b>

## Student Services

Our school has two services to offer. The Student Services Coordinator works in partnership with professionals, paraprofessionals, and school-based staff to bridge the gaps and address the challenges faced by students with exceptionalities. Everyone at Chalo School has a role to play in the provision of appropriate educational programming to ensure all students learn to high levels.

The Youth Care Worker also works in partnership with professionals, paraprofessionals, school-based staff, and outside agencies. The Youth Care Worker strives to improve the emotional, intellectual, and social growth of vulnerable young children, youth and their families to help them reach their full potential as Strong, Healthy, Proud, and Self-Reliant individuals.

Please call Chalo School if you would like further information about these valuable services.

## Chalo School Bullying Policy

The Community Education Authority has determined that a safe environment in school is necessary for students to learn and achieve high academic standards. Bullying interferes with a student's ability to learn and a school's ability to teach. Positive behaviour including respecting others, setting an example, and discouraging bullying behaviours is expected of all administrators, faculty, staff, students, parents, and volunteers.

Bullying can be physical, verbal, emotional, and cyber (email, instant messaging and other social media platforms, etc.). Any gesture that is expressed through written language, verbally, and/or physically that degrades a person is considered bullying. This includes, but is not limited to a person's race, religion, color, gender, sexual orientation, disability, national origin, or any other unique characteristic. This behaviour will be considered bullying whether it takes place on or off school property, at any school function, or in a school vehicle.

Bullying is conduct that meets **all** of the following criteria:

- Power imbalance such as age, size, and/or social status
- Intention to harm the other person (i.e. intended to be mean/hurtful/scary)
- Repeated pattern (i.e. continues over time and evolves from mean behaviour to bullying behaviours)

Chalo School expects students and/or staff to immediately report incidents of bullying behaviours to the principal or designee. Staff witnessing bullying behaviour will take immediate steps to intervene when safe to do so. Each complaint of bullying behaviour will be promptly investigated.

### **Policy & Procedure:**

Chalo School will not tolerate behaviour that infringes on the safety of any student. Any student who chooses to participate in bullying behaviours, violence or harassment will be met with a swift and severe consequence. However, each case will be examined on a case-by-case basis and could vary based on several factors including age, nature of the problem, past history, etc. The discipline plan will include strategies to correct the behaviour, to prevent it from happening again, and to protect any victim(s) from further harm.

This policy and procedures combine both a prevention and intervention approach to harassment, violence or bullying, which is consistent and planned.

**The Consequences Are As Follows:**

**On the first offence:** The parent/guardian will be contacted and the student will be required to attend a meeting with the Principal. At the discretion of the administration, an appointment for counseling with the School Youth Counselor regarding the effects of anger management will be made, the students will either have a five (5) day detention or an in-school suspension. Depending on the severity of the act or if a criminal offence has occurred RCMP may be contacted.

**On the second offence:** The parent/ guardian will be contacted. The offences will result in a five (5) day in-school suspension and the student will have to attend a minimum of four (4) counseling sessions. Depending on the severity of the act or if a criminal offence has occurred RCMP may be contacted. At the end of the counseling sessions, the student will have to present their learning to administration and parents.

**On the third offence:** The parent/ guardian will be contacted. If fighting/bullying is an on-going problem and poses a threat to other students and staff, the student will be indefinitely suspended and the RCMP will be contacted.



## **Chalo School Student Drug/Alcohol Policy**

All drugs/alcohol have the potential to harm; but some drugs are more harmful than others. For a small number of people, drugs lead to serious and far-reaching consequences not only for themselves, but their families, their communities and society in general. For young people in particular, drugs can impact on their education, their relationships with family and friends and prevent them from reaching their full potential.

All young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. Schools play a central role in helping them make such decisions by providing education about the risk and effects of drugs; by developing their confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and ensuring that those for whom drugs are a concern receive appropriate support.

Chalo School has a *zero tolerance policy* towards the possession, use or supply of illegal, and other unauthorized drugs/ alcohol within the school boundaries

### **RATIONALE**

The influence and affects of drug/ alcohol use on individuals, families and communities are evident in society. For the purpose of these guidelines a drug is defined as "any substance, that when introduced to the body can alter physical and/or psychological structure or function".

### **POLICY STATEMENT**

Chalo School promotes a drug/alcohol free environment for all students. This policy and procedures combine both a prevention and intervention approach to drug education, which is consistent and planned.

### **PREVENTION**

A range of preventative strategies is designed to promote a healthy lifestyle.

- The school has a health education program in years 10-18 which includes drug education.
- In this sensitive and demanding area of teaching, where possible, the program is delivered by teachers/Dare to Care facilitators who are appropriately trained. Professional development for all staff is provided to ensure current and relevant drug information is available.
- The student services team maintains a support link with appropriate agencies and provides opportunities for parents/students to receive drug related information or learn about and discuss drug related issues.

### **INTERVENTION**

The intervention procedure is designed to respond to drug/alcohol use incidents in a way that is in the best interest of all concerned, while also conforming to legal requirements. The school does not permit students, in their care, (either whilst on the school premises, or at a school function at any other venue) to:

- Smoke and/or sell tobacco products
- Consume and/or possess alcoholic beverages
- Deliberately inhale solvents
- Possess and/or use illegal drugs
- Possess and/or use drug related equipment such as syringes, bongs, pipes etc.
- Possess excessive amounts of legal drugs and/or prescribed drugs.

The only staff member permitted to administer analgesics, or oversee the use of diabetic syringes is the Fort Nelson First Nation Nurse or person acting on his/her behalf during his/her absence, as delegated

by the Principal.

## **PROCEDURES**

Responding to Incidents of Drug/alcohol Use. In a situation where drug use is suspected, an assessment of the condition of the student will be made. The student will then be taken to the administrator who will investigate the situation.

### **The Consequences in a range of incidents of drug use are outlined below:**

Drug/Alcohol use or possession will result in the following consequences:

**On the first offence** - The Parent/Guardian will be contacted and the student will be required to attend a meeting with the Principal. An appointment for counseling with the School Youth Counselor regarding the effects of drug use will be made.

**On the second offence** - The parent/ guardian will be contacted. The offences will result in suspension and the student will have to attend a minimum of four (4) drug and alcohol counselling sessions. Once the student has attended one session, they may return to school but a signed note from the counsellor must be submitted weekly to the school administrator. If a note is not submitted/ the student is not attending counselling, the student will be suspended until counselling is reconvened. Upon return to the school and after the four (4) sessions are completed, the student will present to morning circle or a selected classroom on the effects of drug/alcohol use.

## **Chalo School Theft and Vandalism Policies**

### **Theft Policy**

At Chalo School, theft is defined as taking or having in your possession another person's property without permission or consent. The following guidelines apply if you should find yourself in this unfortunate situation:

- Full restitution must be made of all items taken.
- Student will receive minimum of two (2) days detention.
- If there is a second occurrence, there will be a meeting with parents, RCMP, other interested parties, and school administration.
- Counselling may be suggested.
- If failure to make restitution, and serve detention, suspension may be applied.

### **Vandalism Policy**

- If a student vandalizes the property of the school, staff or another, full restitution must be made for the clean up or replacement of such property.
- If the student is unable to pay for the replacement of the property, the student will work community service hours.
- Student will work community service hours.
- Student will receive a minimum of two (2) days detention.
- If there is a second occurrence, there will be a meeting with parents, RCMP, other interested parties, and school administration.
- If failure to make restitution, serve detention, and/or community service hours, suspension may be applied.

### **School Dress Code**

(Students in Grade 5 and up - Staff are included too!)

Chalo School follows the School District 81 dress code. As we share students the following rules apply:

- Clothing will cover the top of the shoulders (ie. No spaghetti straps, halter tops, muscle shirts etc. without a covering garment such as a shirt or blouse)
- Clothing will cover the midriff (ie. No “belly shirts”)
- Clothing will cover the upper chest (ie. No low necklines)
- Clothing will cover the back (ie. No backless shirts)
- Clothing with holes, mesh, or any other revealing openings will have undergarments or covering garments
- Dresses, skirts, culottes/skortts, or shorts will cover at least to the mid thigh (ie. No “micro mini shirts” or “short shorts”)

Notes:

- These guidelines apply to male and female students
- Dress guidelines may be relaxed for school social events out of regular school hours provided that student clothing worn is in “good taste”.

\*Clothing worn in Physical Education is at the discretion of PE teachers.

## **Bussing Policy**

All families have the opportunity to have their children take the Chalo school bus to school. We insist that students remain seated on the bus at all times and that they follow the bus driver's rules. Safety first! Students who are not following the bus driver's instructions will be reported to their parents. The Chalo School Bus Policy is as follows (but not limited to):

### **Verbal Warning**

Normally a verbal warning will be given by the Bus Driver to correct student behaviour while aboard the bus.

### **Written Warning**

Should the verbal warning be ignored and student conduct continues to be unacceptable, the driver will issue a written warning sent to the school. The parent/guardian will be notified.

Written warning may also be given where misconduct is serious enough to warrant parents/guardians of the student being advised of the student's behaviour. After 3 written warnings, the student will receive a bus suspension.

### **Suspension**

Should the written warnings not be heeded or extreme behaviour occurs, the driver will request a suspension of riding privileges. The driver will not determine the length of the suspension but will provide input to the Principal.

Once a request for suspension is received, the Principal will discuss the incident with the bus driver and a suitable period of suspension may then be determined and notifications given as required.

## **Pick Up Policy**

Custodial parents are required to notify the school in the morning or prior to 2:50 p.m. each day, if a person who is not on the authorized person list will be picking up your child. Verbal or written permission must be received before we will release a child to anyone. We will not allow your child to leave with an unauthorized person without previous permission. This is for the safety and protection of your child.

### **School Pictures**

Each school year all students will have an individual, and a class picture taken. These pictures can be purchased from the sponsoring company (Lifetouch Photography) through the school. This year individual pictures will be taken on Wednesday, October 29, 2014 beginning at 9:15 a.m.

If your child does **not** attend Chalo School, and you wish to have their photo taken, an appointment will only take place after all of Chalo students photos have been taken. It will be first-come, first-served. Even then, there is no guarantee that your child's picture will be taken.

### **Monthly Newsletter**

You will receive a copy of the "Chalo News" at least once a month! Our newsletter highlights students' successes and achievements, and contains general school information.

### **ASSEMBLY DATES**

At least once a month the entire school meets to celebrate the variety of achievements our students' accomplish. Achievements may be in the area of Art, Citizenship, Sports, Reading, Music, etc. Assemblies will usually be held that last Thursday of each month.

<b><i>Wednesday September 24</i></b>	<b><i>2:00 pm.</i></b>
Thursday October 30	2:00 pm.
Thursday November 27	2:00 pm.
Thursday January 29	2:00 pm.
Thursday February 26	2:00 pm.
Thursday April 30	2:00 pm.
Thursday May 28	2:00 pm.
<b>Wednesday June 17</b>	<b>10:00 am. (End of the Year Academic Award Ceremony)</b>

### **Reporting Periods Elementary**

There are five reporting periods throughout the year. Three of these reports must be written. Your child's first written report will come home on Friday November 28, 2014. The second written report will come home Friday March 6, 2015 and the final written report of the year will be issued on the last day of school Wednesday June 17, 2015.

There will also be parent teacher interviews on Friday October 24, 2014.

Parents are encouraged to talk to their child's teacher on a regular basis to ensure everyone is comfortable with the learning programs in place.

### **Reporting Periods Secondary**

Tuesday September 2	.....	Begin Term 1 / Semester 1
Friday October 24	.....	Parent Teacher Interviews
Friday October 31	.....	End of Term 1
Monday November 3	.....	Term 2 Begins
Friday November 7	.....	Report Cards Due to Principal by 3:00
Friday November 14	.....	Report Cards Issued
Friday, January 16	.....	End of Semester 1 / End of Term 2
Monday January 19 to Friday January 23	.....	Grade 10/12 Provincial/School Exams
Friday January 23	.....	Report Cards Due to Principal by 3:00
Monday January 26	.....	Term 3 Begins / Semester 2 Begins
Thursday January 29	.....	Report Cards Issued
Friday April 10	.....	Term 3 Ends
Monday April 13	.....	Term 4 Begins
Friday April 17	.....	Report Cards Due to Principal by 3:00
Friday April 24	.....	Report Cards issued
Friday June 12	.....	Semester 2 Ends / Term 4 Ends
Monday June 15	.....	Report cards due
Thursday June 18 to Thursday June 25	.....	Provincial/School Exams
Friday June 12	.....	Last day of classes
Thursday June 25	.....	Last day of Secondary Exams

## **Chalo School (Draft) Attendance Policy and Procedures**

*Adapted from School District #81 Attendance Policy and Procedures and written in consideration of **Promising Practices for Raising the Attendance Rates of Students in First Nations Schools in BC – Draft One – June 2014***

### **Philosophy and Background:**

The Community Education Authority recognizes that regular attendance and school success go “hand in hand” and that chronic absenteeism is directly related to students dropping out of school.

“Chronic absenteeism is generally defined as missing ten percent or more of a school year, including excused and unexcused absences – which is approximately 18 days a year or just two days every month.”

Not all classroom work can be made up. Explanations, clarifications, discussions, opportunities for feedback, and group learning activities are invaluable components of an effective learning environment. Each absence results in a lost learning opportunity in the classroom, which may not be regained.

The general goals of Chalo School’s attendance policy are to

- Ensure high levels of learning for all students by promoting regular attendance
- Help students develop social responsibility in preparation for their future careers.

The Community Education Authority recognizes its responsibility to ensure effective instruction and encourage students to attend and be involved in their education and in the school community. The final responsibility, however, falls to the students and their parents/guardians. With this in mind, we feel that communication is essential, and we endeavor to keep parents informed of their child’s absences on a daily basis.

An absence is an absence, regardless of the reason. Each absence results in a lost learning opportunity in the classroom, which may not be regained. Students are responsible for any schoolwork that they have missed.

### **Home/School Communication and Attendance Procedures:**

Communication between parents, students, and teachers is critical when a student is absent from class. Students and their parents/guardians are ultimately responsible for this direct communication and for any work the student misses during an absence.

Parents/Guardians are requested to call the school or provide a written explanation to the school office (774-7651) if a student in their care is going to be absent from class.

Upon returning to school, a student may be required to bring a note from a parent or guardian confirming that the parent is aware of the student’s absence. If late for any class, the student must sign in at the office for a “late slip” immediately upon arrival and proceed promptly to class.



The Community Education Authority believes that parents need to be aware of all student absences; therefore, the Chalo School receptionist and/ Youth Care Worker will contact the parents/guardians of absent students if they fail to contact the school.

**Absences:**

There may be numerous reasons for not attending classes. An example is travel from Fort Nelson for orthodontic work. The following reasons for absences have been taken into consideration in arriving at the allowance of 20 absences in any one class per semester as the criteria in this policy:

1. Student illness
2. Medical, Dental, or out-of-town Specialist appointments
3. Serious illness or death in the immediate family
4. Family emergency
5. Observance of a religious holiday
6. Employment
7. Truancy: on or off property
8. Family vacation
9. Other absence not approved by the school (see note below)

Note: Absences due to school activities or events, i.e. field trips, sports trips, or suspensions, or school approved community activities or events, are excluded from the attendance expectations criteria regarding course withdrawal. Students are responsible for schoolwork missed.

School approved community activities or events may include those operated by recognized community organizations to promote healthy lifestyle and recreational practices, such as Minor Hockey, Figure Skating, Cadets, Dance, Swimming, etc. It is Chalo School's expectation that parents and the officials of any such organization will liaise closely with the school office to ensure accurate attendance information is recorded and absences are limited.

If a student is missing or is scheduled to miss more than ten days of school for medical or mental health concerns, hospital/homebound teaching services are available. Parents can request this service by calling Chalo School's Administration.

**Student Attendance Criteria and Procedures:**

Classes may have volunteer peer student mentors, students gaining Teacher Assistant credits, or Educational Assistants to review missed assignments after students return from an absence.

Teachers will keep copies of hand outs/assignments/tests etc. available for peer helpers, EAs, or student Teacher Assistants to use. A location other than the classroom may be used for the completion of missed assignments if appropriate/available.

At 5 absences from class in any one subject, teachers will have a documented phone call with parents/guardians.

At 10 absences from class in any one subject, teachers will have a documented phone call, meet with students and parents, and a letter will be sent to their parents/guardians. Other teacher or administrative support interventions should be ongoing and other school, community, or Fort Nelson First Nation resources may be accessed at this time, i.e. hospital/homebound instruction; drug and alcohol counseling; academic assessment, etc.

At 15 absences from class in any academic core subject (English, Math, Science, Social Studies), the teachers, Chalo School Administration, and/or Education Director will meet with students and their parents/guardians.

At 20 absences from class in any academic core subject, students who are not passing may be withdrawn from the class or classes. A student may complete the course(s) through an alternate program of studies and will be referred to the Community Education Authority (CEA).