



# Muskoti Elementary School Policies and Procedures

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## Content

1.	Mission Statement	Page 3
2.	Philosophy	Page 3
3.	Basic Criteria of the Program	Page 3
4.	Registration Procedure	Page 4
5.	Children's files	Page 4
6.	Staff – contacts and roles	Page 4
7.	School Hours	Page 6
8.	Routine	Page 6
9.	Duty to Report Abuse	Page 7
10.	Medical Emergencies	Page 7
11.	Attendance	Page 7
12.	Sickness	Page 8
	• Home Sickness	Page 9
13.	Telephone Use	Page 9
14.	School Security	Page 9
15.	Parental Responsibilities	Page 10
16.	Parent/Guardian Volunteers	Page 11
17.	Advisory Circle	Page 11
18.	Head lice	Page 12
19.	Bussing	Page 12
20.	Guidance and Discipline	Page 13
21.	Prohibited Items on the Bus and School	Page 15
22.	Bullying	Page 15
23.	Clothing	Page 16
24.	Newsletter/Communications	Page 17
25.	Lost and Found	Page 17
26.	Field Trips	Page 18
27.	Fire/Emergency Drills	Page 18
28.	Food	Page 18
29.	Playground	Page 19
30.	Emergency Policy	Page 19

## **Mission Statement**

The Saulteau First Nations' Muskoti Primary Program will provide curriculum that follows the BC Ministry of Education's curricular learning standards for Kindergarten/Grade 1/Grade 2 and an enhancement program to provide readiness of the K4's to enter the kindergarten program. Our mission is to teach BC curriculum in a hands-on, play based manner that is respectful to the communities cultural and spiritual beliefs. We also strive to provide a program that enables each student to take pride in themselves and know they are valuable members of our school community. We believe in providing a welcoming, loving environment with partnerships in the community and with parents to promote life-long learning.

## **Philosophy**

We believe that: every child has the right to quality education that is culturally sensitive. Through a loving and comfortable atmosphere, children will learn to love school and to care about themselves, others, and the environment.

We believe that the culture of the First Nations people is especially important to preserve and to include the culture as much as possible in the programs. The preservation of First Nations culture is particularly important, and we will strive to include it as much as possible in our program. The parents/guardians of the children should feel welcome at the school and important to the programs we offer. Applying a holistic approach to development and incorporating the realities and resources of modern life is a must.

## **Basic Criteria of the Program**

Children entering the full day (8:45-3:00) kindergarten program must be the age of 5 by December 31<sup>st</sup> of that school year. Children entering the full day K4 program must be 4 years of age before December 31<sup>st</sup> of that school year and potty trained. Priority will be given to children of the Saulteau First Nations, but if space is available then other Aboriginal children and if space remains, open to non-Aboriginal children.

## **Registration Procedure**

Those parents/guardians of children entering any of our programs must fill out the registration forms in the spring prior to the school year. This must be filled out with appropriate information and all the required documents must be signed and returned to the school before your child will be allowed to attend the school. This is a safety issue, and we will no longer be able to allow entrance before proper information is received. We follow a priority list. For K4's priority one is given to students who: live on reserve, are Sauteau band members AND commit to our program for the following year of kindergarten. All other students are priority two. Our program is designed for a maximum number of 15 students. The number of K4 students admitted each year depends on staffing and funding.

## **Children's Files**

- All files are confidential.
- All registration and health forms must be completed before the first day of attendance.
- All information such as custody legal documents must be in the child's file if the child is in the custody of one parent or placed with another guardian.
- **No child will be permitted to attend any of our programs until the parent/guardian has read and signed the parent handbook which states they are aware of all the policies and procedures of the school and the documents are filled out and returned.**

## **Staff – contacts and roles**

The day-to-day staff of the Programs are 1 teacher/principal, 1 educational assistant/culture & language worker, 1 educational assistant, 1 program coordinator, 1 director of the program, 1 bus driver, and 1 janitor. Our class can be reached at 250-788-7361.

**Cody Schlamp – Teacher/Principal** [cschlamp@saulteau.com](mailto:cschlamp@saulteau.com)

- Responsible for all aspects of the program
- Responsible to provide activities that are suited towards each child's level of development and growth

- Responsible for notifying and reporting to the parents their children's progress and needs
- Responsible for creating and providing a learning environment that is safe, comfortable, and caring for the children
- Responsible, by law, for reporting to the Ministry for Children and Family Services or the RCMP any form of child abuse
- Maintain children's files
- Implement monthly emergency practice drills
- Follow the BC Ministry of Education Guidelines for Kindergarten Programs and comparable to other local programs
- Provide opportunities for community and parents to be involved

**Courtney Auger – Teacher [cauger@saulteau.com](mailto:cauger@saulteau.com)**

- Responsible to provide activities that are suited towards each child's level of development and growth
- Responsible for notifying and reporting to the parents their children's progress and needs
- Responsible for creating and providing a learning environment that is safe, comfortable, and caring for the children

**Saundra Prescott – Cultural Pre-Kindergarten Programmer**

- Responsible for creating and providing an environment that is safe and caring for the children
- Responsible, by law, for reporting to the Ministry for Children and Family Services or the RCMP any form of child abuse
- Assist the classroom teacher as needed under the direction of the Teacher
- Cultural and language programming
- Provide speech and language support under the guidelines and recommendations of FNECS SLP

**Carlee Westgate – Education Assistant**

- Responsible for creating and providing an environment that is safe and caring for the children
- Responsible, by law, for reporting to the Ministry for Children and Family Services or the RCMP any form of child abuse
- Assist the classroom teacher as needed under the direction of the Teacher

- Provide 1-1 Occupational Therapy when needed

**Cheri Koenig – Education Supervisor** [ckoenig@saulteau.com](mailto:ckoenig@saulteau.com)

- Administrative duties
- Reporting to regulators and funders, community etc.
- Supervise and encourage staff
- Seek additional program funds
- Review program policies and procedures and ensure licensing requirements and other regulations are followed
- Advocate for our programs
- Assist as needed in the actual programs provided.

**Audrey Norris – Director of Education** [anorris@saulteau.com](mailto:anorris@saulteau.com)

- Oversee the program as Administrator
- Deal with issues not resolved at lower levels of authority
- Give guidance and Advice to staff as needed.
- Liaison between this program and other programs such as the Elders and other departments, Band Chief Administrator and Chief and Council.

### **School Hours**

#### **Kindergarten & Grade 1 & Grade 2**

Monday to Thursday 8:45am-3:00pm

Friday 8:45am to 12:00pm

#### **Pre-K (K4)**

Monday to Thursday 8:45am to 3:00pm

- Please note we are closed whenever the Saulteau First Nations offices are closed such as holidays, funerals in the community and other situations such as extreme weather conditions. Parents will be contacted of such closures before student pick-up times in the event of sudden closures, so it is very important that contact numbers are kept up to date. We do follow the local School District No. 59 calendar to accommodate our families with students in the public school system.

### **Routine**

8:45	Arrival
8:55	Morning routine & Language Arts
9:30	Breakfast
9:45	Language Arts/Spelling/ABC's
10:45	Recess
11:00	Math
11:30	Calendar/ Centers (K4 & K)
12:00	Lunch
12:30	Recess
1:00	Reading & Heggerty
1:15	Culture
2:00	Science, Socials or Art/ PE Monday/Wednesday
2:40	Catch up time, Computers, Centers
3:00	Student's Dismissed

### **Duty to Report Abuse**

- All daycares, preschools, elementary and secondary schools are required by law to report any case of suspected child abuse. This includes neglect, physical, or sexual abuse.
- Please speak to staff if you have any further questions.

### **Medical Emergencies**

- It is important that your contacts are kept up to date. Parents will be notified first unless for the safe being of the child medical assistance is required immediately in which case 911 will be the first contact.
- Sign all emergency and parental waiver forms.

### **Attendance**

- It is important that children are attending on a regular basis. For the child to benefit from the program they need to be here to learn.
- Please call the school when your child will be late or absent.
- The staff will make every effort to work with the family to improve their child's attendance.
- Please speak to the staff if you will be withdrawing your child.

- Please notify us if your child will be away due to vacation and let us know when your child will be returning.

## **Sickness Policy**

For the Health and safety of your child, the other children, and the staff, please take the following policies seriously.

- Students diagnosed with extreme illness, or any communicable disease are to be kept home.
  - Communicable disease is something that can be passed on such as measles, mumps, pink eye, chicken pox, impetigo, worms, etc.
  - The child may return to school after an illness when the child is fully able to participate in the program, including outside play.
  - The Child may return 24 hours after receiving an antibiotic or when the child is no longer contagious.
- In the case of Head lice, they are not a sign of unsanitary conditions, it happens in every home, but it can create a problem if it is not taken care of properly. We will be conducting head checks monthly and more often as needed. Notices will be sent home to all if a case is discovered in our class and parents/guardians of any student discovered to have it will be notified by staff.
  - Please consult staff prior the child's return to ensure policies are followed and the staff is informed.
- Only medication prescribed by a family doctor will be given to a child. The medication must be in original containers and labeled by a pharmacist. If a child must take over the counter medication the parent must provide a note giving permission to the staff with the times the medication is required. The staff will only give the dosage as stated on the label. All medicine must be in its original packaging. \* This is mandated under the Child Care Act.
- Medication must be handed to a staff member. This could be the bus driver if the child rides the bus.
- **A Child may be sent home from the school if he/she has any of the following symptoms:**
  - Temperature 99.6F or 37.5C or above
  - Nausea, vomiting or severe abdominal pain, diarrhea
  - Acute cold, sore throat, runny nose, persistent cough, or sneeze
  - Red, inflamed, or discharging eyes
  - Acute skin rashes or eruptions

- Suspected scabies or impetigo
- Swollen glands around the jaw, ears, or neck
- Earaches
- Any weeping skin lesions unless protected and diagnosed as non-infectious
- Other symptoms of severe illness

Please do not send your child to school if he/she is sick. If the symptoms appear or are discovered while school is in session, it is the responsibility of the parent to pick up the child.

### **Homesickness**

If a child cries or asks to go home persistently for more than an hour, the parent will be called, and the child may need to go home. This will be based on what both the parent and classroom teacher believe is best for the child and children of the classroom who are involved.

### **Telephone Use**

Parents calling the school for their child must first speak with the classroom teacher. Parents are encouraged to only call their child if necessary. Children do not often give information to the classroom teacher when parents ask them to; so many times parent's wishes have not been honored as a result. Children will not be able to phone parents to ask for another student to come over or if they can go to another student's home after school hours. These plans need to be arranged ahead of time and written notices given to the bus driver or classroom teacher.

### **School Security**

- All visitors must report to staff.
- Please keep emergency card up to date. Your child will not be dropped off with anyone other than those on the Emergency Contact List.
- Any changes to the list (adding or removing a person) must be done in writing.
- We do not have the power withhold a child from someone who might be under the influence of a substance. This is a rule under the licensing regulation. We will look to see if they are driving and if so, report to the RCMP.

- If there is a parental or custodial legal document in place the school requires that a copy be given to the school. The staff has no right to prevent either parent from picking up the child or speaking with the child if there is no legal documentation on file.
- Please see emergency policies at the back of this booklet for further information on security.

\*If you are not at home when your child is to be dropped off at the bus stop location, we will contact other parent or guardian at home, work, or school. If unsuccessful, we will attempt to contact an emergency contact person. If all attempts are unsuccessful, the Ministry of Children and Families Development (MCFD) will be contacted and assume responsibility of the child. This is per the ministry guidelines. The child will be returned to the center if there is no one at home until such time as we can locate someone on their registration form – all attempts will be made to contact you or your representatives before MCFD is contacted. The bus driver will not drop your child off at another location unless we have received a phone call from you the parents/guardians personally. If we do not receive a call, then your child will get dropped off at home.

\*See bussing policy each parent signs for further details.

### **Parental Responsibilities**

Parents are to read and comply with all policies in this handbook. Concerns should be brought to the staff of the school for discussions.

- Participation with your child in the programs is very important. You will be invited to come in and help throughout the year.
- Let the staff know of any skills or interests you can share with the children/program.
- Let us know if you need to speak with the staff so that a time can be arranged.
- Tell staff of any changes or events in your child's life (sick last night, lack of sleep, moves, family conflicts, separations, expecting a baby, etc.). These can strongly influence a child's behavior and/or ability to cope. ***\*Please remember We are not here to judge and are bound by a code of ethics and confidentiality. Our mission is to do whatever we can to make your child's experience here at the school the best we can make it. We can also help you connect with the appropriate SFN staff member to assist you.***

- Advise staff of any special diet due to allergies, Cultural, or religious needs.
- Please dress your child in appropriate clothing for the weather conditions. We suggest at least one extra set of clothing be left at the school for emergency situations.
- Be at the pick-up and drop off spot on time. If you pick your child up from school, please be on time. In emergency situations if you cannot be on time, please make arrangements for your pre-approved alternate to be there for the child or at minimal call the Centre and make staff aware of the situation prior to the pick-up/drop-off times.
- It is the parents' responsibility to ensure all contact information provided to the school is valid and up to date.

### **Parent/Guardian Volunteers**

Rules to follow when volunteering:

- The teachers oversee the classroom. Parents take directions from the teacher when in the classroom as the teacher is responsible for all children in their program.
- Please be on time. Arrive 5 or so minutes early to prepare for your time here.
- Wear comfortable clothing and inside slippers/shoes are suggested
- During free play, stay close to the children, giving help only when needed or when you are helping them learn – but offer encouragement.
- Know the safety and school rules.
- It is important to remember these are children and appropriate vocabulary and a gentle tone is important. Treat all children and staff with respect and fairly.
- Enjoy the time at the Centre.

### **Advisory Circle**

The Advisory Circle is a recommended as part of our program. It will be composed of community representatives, staff, and parents/guardians. All parents of the children attending the Centre are encouraged to participate. It is a volunteer position and in September of each year a President, Vice-President, Secretary/Treasurer will be nominated and voted on. All parents who want to attend have a say and a vote on all issues addressed by the Circle. Meetings will be held at least 5 times a year. September, November, January, March, and May

at a convenient time. We strive to have an Elder (2 if possible) and a member of council as part of the Circle.

#### Purpose of the Circle

- To provide and/or exchange information regarding the interests and needs.
- To serve as a channel of communication to individuals in the community regarding the school.
- To plan and arrange for opportunities for parents, guardians, and extended family to participate in activities at the Centre on a volunteer basis.
- To assist and make recommendations to the Project Coordinator regarding the design of the formal evaluation process and to facilitate the process
- To arrange for the involvement of families in cultural activities lead by Elders and Cultural leaders.
- To assist the program by identifying and arranging activities for parents
- To encourage other parents/family to participate in Circle meetings
- This is not the place to discuss specific individuals or staff issues as those are held in confidence and must be brought to the appropriate staff of SFN. We can however discuss issues of concern in a more general way.
- Please note that should no one be interested in participating then the circle will not run that year as this is supposed to be parent/guardian driven to provide the opportunity for community input into the programming

#### **Head Lice Policy**

- Monthly checks will be done
- Letters sent home with all children. Parent will be contacted confidentially if signs of lice are found on your child
- Even though head lice are not an illness it is a nuisance, and we encourage parents to treat their child(ren) before sending them back to school to end the cycle.
- If it is reoccurring, we will request parents pick up their child(ren) for treatment.

#### **Bussing Policy**

- For safety, we follow the local school districts strategies when weather becomes a factor. Our bus will not run if the School District no.59 is not running.
- If the bus does not run in the morning, it will not run in the afternoon.

- Please note that an assigned person (parent or other known person to the driver) must be home when the child is dropped off. The bus driver will not let children leave the bus unless she knows someone is there for the child. The bus cannot wait longer than a few minutes as other children are scheduled to be dropped off. It is the parent's responsibility to be waiting for their child. All efforts will be made to ensure that children are dropped off in a timely manner and changes to the daily schedule will be provided to parents prior to changes.
- **Once a child steps down from the bus, custody is transferred to the parent/or person appointed by the parent as having authority. Parents who are concerned about their children's safety should meet their child at the door of the bus. Neither the bus driver nor the SFN Muskoti Kindergarten Program accepts responsibility for injuries which befall a student once they have exited the bus.**
- The only time there may be a difference in the time would be in bad weather, emergencies or special trips such as swim days. It is more important to have children arrive safely than to adhere to a schedule.
- Any situations pertaining to the bus are the bus driver's responsibility, once the child is off the bus it becomes the parents at home or the schools when at the school zone. If you have concerns with the bussing, first speak to the driver and if your concerns are not answered then please call Cheri Koenig at 250-788-3955.
- Any concerns the bus driver has will be first brought to the parent and if not resolved then brought to Cheri Koenig who will seek a solution.
- Please note that the process needs to be followed:
  - The claimant must put their complaint/concern/issue in writing stating date and time of perceived infraction.
  - Speak to driver (if parental concern) or parent (if bus driver's concern)
  - Speak with program Director
- If there are discipline actions the process is as follows
  - Verbal warning
  - Written warning and a meeting before child can ride the bus again
  - Removal of bussing privileges
- **Parents are responsible for notifying the school of a change of address. The bus driver will not pick up a child at a new location until the school has been notified of the change of address in writing.**

### **Guidance and Discipline Policies**

The purpose of this policy is to provide guidelines for appropriate behavior.

These techniques are used by staff for assisting young children in developing self-discipline and acceptable behavior patterns. We believe in a positive, non-punitive approach. There are times when a time out or removal from the groups is necessary for the well-being of the whole group or other individuals or the own child's safety.

***The staff will...***

- Respect each child as a unique individual.
- Respect each child's culture and development when determining positive guidance and discipline practices.
- Provide consistency in routine and expectations to promote trust, security, and comfort for the children in our care.
- Establish clear, consistent, and simple limits in a positive way.
- State limits in a positive manner, saying what we want children to do.
- Focus on the behavior, not the child.
- State what will happen instead of asking questions.
- Encourage children to use staff as a resource, teach problem-solving skills, listen and respond in a fair and appropriate manner.

Guidance will be supportive. Redirection and natural consequences are the main strategies used.

***The staff will...***

- Approach each child on an individual basis, use the child's name, and make eye contact, and use a calm controlled voice.
- Move close to the child who is losing self-control (biting, hitting, pinching, and pushing). The staff may have to put an arm around the child. Put the child on their lap or remain close to the child.
- Remind the children of expected behavior.
- Acknowledge child's feelings before setting limits.
- Distract or divert a child's attention with another activity or toy, when appropriate.
- Always try to model coping and problem-solving skills.
- As a last resort, the staff will issue a "time away" to a child who needs a little time to think or gain control or will call parent in to take child home if necessary.

These policies are based upon Guidance and Discipline with Young Children by the BC Ministry of Health.

### ***Policies Regarding continuous Discipline Issues***

When the issues are severe or continuous parent/guardians will be requested to collaborate with the staff to find a suitable solution if possible. This will be based on what works best for this individual child but done in a manner that is fair. This is not something that happens often at this age level, and we feel collaborating with the parent/guardian is the best way to approach and find a solution. Please note the school may request that a child not attend until they can meet with the family and have a plan in place – this is a last resort, however.

### **Prohibited Items on the Bus or at the school**

Children are not to bring any of the following items to school:

- Weapons of any kinds including replicas
- Drug and alcohol related items
- Fireworks, lighters, matches, cigarettes
- Video Cameras
- Inappropriate books, magazines, or pictures
- Water pistols
- Bikes, roller blades and skateboards unless approved
- Outside food, drink, or candy
- Toys unless for specific special occasions, e.g., show and tell etc.

\*\*Any of the above items that are brought to school will be confiscated and parents will need to pick the item(s) up at the school.

### **Bullying Policy**

- **Bullying will not be tolerated** – We do not believe that children intentionally bully, but every issue will be addressed as seen. If you have any concerns, please let the staff know so they can remind children how hurtful bullying is and they can watch the individuals more closely.
- If a child is violent towards another child, e.g., by wielding a weapon, that child will be excluded from the program until a parent-teacher meeting is held. The school maintains the right to exclude a child if he/she does not respond to

discipline (i.e., if he/she is violent on a consistent basis.)

- Staff of Saulteau First Nations reserve the right to withdraw from conversations and situations in which they feel they are being abused by any adults while at work.

**Types of Bullying**

**Examples of Direct Bullying**

**Examples of Indirect Bullying**

Verbal Abuse	Verbal Insults. Racial/ethnic Insults. Sexual Harassment.	Persuading another person to criticize or insult someone. Spreading malicious rumors. Anonymous phone calls, emails, and text messages. Threatening/obscene gestures.
Social/Emotional Bullying	Using guilt, “you won’t be my friend if…” Manipulation. Being unfriendly. Forming tight groups or cliques against someone.	Deliberately turning away or averting one’s gaze to ignore someone. Rolling eyes. Persuading people to exclude someone. The use of multi-media messages.
Physical Means	Striking or hitting. Throwing things. Using a weapon. Removing and hiding belongings.	Persuading another person to assault someone.

**Clothing**

- All children need clean, comfortable, and easy to put on and take off, inside shoes.
- Backpacks are mandatory to exchange notes to and from home.
- An extra change of clothing at school.
- A sweater that can be put on if child is chilly inside.
- Weather appropriate outside clothing and footwear. In the winter children must have winter boots, mitts, hats, jackets, and ski pants/ski suit.

- Label all your child's clothing with their name.
- Children tend to misplace their belongings so having an extra pair of mittens is a good practice.

### **Newsletter/Communication**

- The school will try to send out updates and notices as often as needed. It will come home with the child in their backpack and be posted on the private Facebook page. Please make sure you check your child's bag as we do not want anyone to miss out on information.
- There may be newsletters more often if needed to inform parents.
- Information will include field trips, birthdays, announcements, changes of dates, permission slips that need to be returned etc.
- Newsletters will be posted on the bulletin boards at the school entrance.
- We will also make contributions to the monthly Saulteau First Nations' Newsletter as often as possible.
- It is the responsibility of the parents/guardians to READ the newsletter and Facebook updates.
- Parents who are concerned about:
  - Classroom issues should contact the classroom teacher.
  - Bussing issues should contact the bus driver.
  - Policy and procedures should contact the principal.
    - If parents are not satisfied with the results, they receive they are advised to go to the Education Coordinator regarding unresolved issues with the school and bussing or for unresolved issues with the coordinator they are advised to see the Director of Education.
    - Only if all these options are unsatisfactory the next link in the channel of communication is the SFN Director of Operations who will refer you back to the school staff if they find you have not spoken to them first.
- Guests, including parents, should seek permission to visit the school during class hours when possible as it is often disruptive to the class learning environment. We still encourage parents to visit but it is better to see when the best times are for these visits.

### **Lost and Found**

- The school will not assume responsibility for any lost articles

- we will do everything we can to make sure the item stays with the child.
- Please write your child's name on all his or her belongings.
- Please check the lost and found box.

### **Field Trips & Special Events**

From time to time, we will take field trips and attend special events. Parents will be notified through the newsletters and facebook. Permission notes must be signed and returned to the school. Parents are often asked to volunteer with these trips and in rare cases their child may not be able to attend unless they are attended by a parent or representative. Field trips are mostly educational but are also forms of reward for hard work and if a child does not earn the reward, or it is suspected the child could make field trip unsuccessful for the other children, they may be asked to remain home that day. If students are not attending regularly and participating in class, they may not be able to attend said events.

### **Fire/Emergency Drills**

We will be practicing fire drills once a month and an emergency drill once each October. These practices will also include the lock down drills. These drills are to minimize the fear in children but also to make sure everyone including staff and children know what to do if an emergency occurs. We will ask the administration of SFN to host at least one full fire drill in the fall so children will know what the fire alarm of the building sounds like.

### **Food**

- A healthy breakfast is provided every morning.
- A healthy lunch is provided daily Monday to Thursday.
- We will follow the Canada Food Guide and/or Health Canada's Native Foods and Nutrition manual.
- Please let us know of any allergies or other special dietary needs.
- Do not send snacks to school as snacks are provided. Any extra food brought by the child will be put away until home time.
- If children want to bring a special treat for the whole class, they can call and plan with the classroom teacher.

- No food or drinks are allowed on the bus.
- Children are encouraged to demonstrate respect for food by trying (1 or 2 bites) of all foods during mealtime.
- Menus will be posted weekly in the classroom kitchen.
- Children are encouraged to eat but will not be forced to eat. No other food will be substituted.

### **Playground**

- The playground is adjacent to the school and the daycare.
- Children are always monitored outside while attending school.
- Children are all expected to follow the safety rules and other rules of the school.

### **Emergency Policy**

- In the event of a power outage, the school will remain open for one hour, if the power is not restored in that timeframe parents will be contacted to pick up their children and bus students will be transported home.
- In the event of water issues, we will immediately contact parents to pick up their children and bus students will be transported home.
- In the event of an intruder in the building the school will follow the policy of Saulteau First Nations.

**The school reserves the right to adjust or change any of the previous policies as the need arises. Parents/Guardians will be notified of any changes. The handbook will be updated as appropriate.**