



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: HOURS OF OPERATION

CODE: 5033 Overnight Billets

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Reference Matrix	
Education Act (1995)	Sections 85, 87, 109, 175
Other Relevant Acts	
Holy Family Related Procedures	OP 5011 Student Admissions
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Reviewed	December 7, 2015

### Background:

The Holy Family RCSSD No. 140 has a responsibility to provide for the safety of students and staff. When a severe storm develops during the school day, busses will not leave the school early.

### Procedures:

1. The parent(s)/guardian(s) of rural students shall arrange overnight billets with town residents in the event that school buses do not run.
  - 1.1. Early in the fall term, parent(s)/guardian(s) shall advise the Principal via [OP 5011 Appendix 1 Student Registration Form](#) of their overnight billets with town residents. The Principal or designate is expected to assist parent(s)/guardian(s), if necessary, in finding billets.
2. All parent(s)/guardian(s) shall provide an emergency contact name and phone number to be contacted in the event of an emergency or when school buses do not run.
  - 2.1. This information is part of [OP 5011 Appendix 1 Student Registration Form](#).

3. The Principal or designate will notify parent(s)/guardian(s) if students are required to stay at billets.