

# CYPRESS PARK SCHOOL

## LATE and ABSENCE POLICY

If your child is absent from school and we have not received a message via email or voicemail from you, we will attempt to contact you at your home telephone and/or cell numbers provided to the school. If there is no response, the school **cannot** assume that your child is with you and we will be required to go to the next step which involves **calling the police**. PLEASE do not forget to email or call our voicemail system as getting the police involved is stressful to all concerned. Please help us ensure that your children arrive safe and sound to school.

### Late Policy

Students who arrive after the **8:30a.m** bell **are required to report in at the office** before going to class

### Absence and Late Call In

If, for any reason, your child is scheduled to be absent, late, or leaving early from school, please be sure to **advise the classroom teacher via email** and the school via our voicemail system or **an email to the administrative assistant**. Cypress Park has to account for each student's whereabouts. This system is for your child's protection.



**How It Works:** If you know that your child will be absent or late for school, please do the following:

**Telephone 604-981-1330 and follow the prompts.**

**Leave a message with: Child's name, teacher, grade # and anticipated length of absence.**

## District Snow Policy

### Weather Closure of Schools

The West Vancouver Board of Education will try to keep schools open on every regular instructional day. Any decision to close schools for the safety of children will be made by the Superintendent. Parents, students, and staff will be informed of the Superintendent's decision via the school district website at [www.westvancouver.schools.ca](http://www.westvancouver.schools.ca). We endeavour to communicate this information to parents and staff by 6 a.m. on the day of closure.

#### Snowfall during school hours:

The school principal can decide to dismiss school early, after consulting with the Superintendent and local authorities, if weather conditions create a concern for the safety of students in returning home. The principal and staff will communicate this decision to parents and students in the best way possible through the school's normal communications channels (eg. Phone call, email or Synervoice message).

