



Title: **ATTENDANCE/SAFE ARRIVAL OF ELEMENTARY STUDENTS** Policy No.: **4010**
Effective Date: **1999 May 25**

Department: Learning Support Services

Reference(s): - Ministry of Education and Training Program Policy Memorandum 123
- Procedure – Attendance/Safe Arrival of Elementary Students

It is the policy of the Board that elementary schools shall incorporate appropriate procedures to monitor the attendance of students and their safe arrival at school.

- 1.0 Parents/guardians have the primary responsibility to ensure their child's safe arrival at school. Schools shall support parents in these efforts by communicating appropriate procedures to assist in monitoring the attendance of students and their safe arrival at school. The school will attempt, in accordance with the procedures, to contact the parents/guardians whenever an elementary student's absence is unexplained.
- 2.0 Written procedures concerning the monitoring of student attendance shall be communicated to the school community at the beginning of each school year.
- 3.0 Parents/guardians are responsible for reporting any student absence via the Attendance Reporting System prior to the start of the school day.
- 4.0 Confidentiality shall be maintained by those involved in any aspect of the attendance or the safe arrival procedures.

Administered By: Learning Support Services

Amendment Date(s): 2017 October 24
