



PROCEDURE

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

Department: Learning Support Services

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

The following definitions apply to this document:

- **Shall** is used to express obligation, necessity, a must.
- **Should** refers to highly recommended.

1.0 RESPONSIBILITY OF THE STUDENT

- 1.1 Students shall attend class punctually and regularly as stipulated in Regulation 298 of the *Education Act*.

2.0 RESPONSIBILITY OF THE PARENTS/GUARDIANS

- 2.1 Parents/guardians have the primary responsibility for ensuring their children's regular school attendance. The *Education Act* stipulates for students to be absent only for reasons of illness, music lessons, suspension, expulsion and quarantines.
- 2.2 Parents/guardians shall:
- Utilize the Attendance Reporting System to report any student absence prior to the start of the school day.
 - Sign-in and/or sign-out their child in the main office when arriving late or departing early from school.
 - Verify that the school has the most accurate contact information on record for parents/guardians and emergency contacts.

3.0 RESPONSIBILITIES OF THE SCHOOL

- 3.1 Elementary schools shall:
- Communicate clearly and effectively the Board's Safe Arrival Procedures to the members of the school community.
 - Ensure that the Attendance/Safe Arrival of Elementary Students Procedures are being followed.
 - Ensure that attendance is taken and submitted within 15 minutes after

Administered By: **Learning Support Services**

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morning bell and after every nutritional break (i.e., 2 times/day on a traditional schedule; 3 times/day on a Balanced Day schedule).

- Identify those students for whom no prior notice of absence has been received.
- Utilize the Attendance Reporting System to attempt, in accordance with the Procedures, to contact parents/guardians.
- Take necessary steps to attempt to make contact with parent/guardian/emergency contacts if absence is not verified by the Attendance Reporting System.

4.0 OTHER CONSIDERATIONS

Implementation of safe arrival procedures at the school level should consider the following:

- Homes where English is not the first spoken language.
- Homes with no phones or where contact cannot be made.
- Shared custody.
- Field trips which depart prior to commencement of school.
- A back-up plan (i.e., in the event of a power outage, network interruption, etc.).