# Wikwemikong Board of Education

## Students

# 302 – Safe Arrival – Elementary Schools

**Related References:** *Education Act: Section 265 1(j) Duties of Principal: Care of Pupils; Child and Family Services Act; Municipal Freedom of Information and Protection of Privacy Act; Ministry of Education Policy/Program Memorandum; No.123 Safe Arrivals*

**Policy Reference:**

## 1. Purpose

1.1. The Wikwemikong Board of Education (WBE) recognizes that parents/guardians have the primary responsibility for ensuring their children's safe arrival at school.
1.2. The WBE believes that the school is responsible for accounting for any pupil's unexplained failure to arrive at school.

## 2. Safe Arrival Procedures

2.1. Daily attendance and follow-up phone calls shall be made in a timely manner at the start of the school day, and following both breaks. In addition, attendance and follow-up shall be made following any instance where the student has been granted permission to leave the school premises throughout the school day and is expected to return.
2.2. Teachers are responsible for reporting unexplained student absences to the office within 20 minutes of the start of classes at the beginning of the day, and following each break.
2.3. The office shall attempt to contact the parent/guardian of any student who is absent without explanation. Trillium will be used to document all calls made for unexplained absences. The documentation must include the person contacted, the date, and the reason for the absence. Any unsuccessful attempts to contact must be noted as well.
2.4. The order of contact to home, work, and/or the emergency contact should be indicated by parents/guardians on the student registration form, and updated annually.
2.5. Verification of a student absence by a sibling will not be accepted.
2.6. Provisions shall be made for an attendance record to be left at the school for field trips departing prior to the start of the regular school day.
2.7. The use of an answering machine and email at the school enables parents to notify the school outside office hours of anticipated absences or late arrivals. The message must include the student's name, the name of the person leaving the message, the date of the absence and the reason for the absence.

Drafted: March 30, 2015, revised April 9, 2015
Presented to Board: April 16, 2015
Board Approval: 14/05/15-WBE#59-2015
Review Date: Reviewed:
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**Safe Arrival Procedures (cont.)**

2.8. Every student who arrives at school later than any expected arrival time must report to the office. The office shall provide the student with an “admit slip” to inform the classroom teacher the office has marked the student present.
2.9. Related legal references for this administrative procedure are set out in Appendix A Safe Arrival Legal Reference

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