York Catholic District School Board

PROCEDURE:

SAFE ARRIVAL, SAFE DISMISSAL & ATTENDANCE - ELEMENTARY

Addendum to Policy 602: Safe Arrival, Safe Dismissal & Attendance - Elementary

Effective: November 30, 2016

SAFE ARRIVAL, SAFE DISMISSAL & ATTENDANCE - ELEMENTARY

PURPOSE

This Procedure is designed in conjunction with YCDSB Policy 602 – *Safe Arrival, Safe Dismissal & Attendance – Elementary* and specifies the criteria to be applied to effectively and efficiently manage and monitor student arrival, student dismissal and student attendance throughout the instructional day.

RATIONALE

It is the policy of the York Catholic District School Board to develop processes to ensure the safety of our students, the efficient operation of the school, as well as establishing and maintaining strong communication with and between the School and Parents/Guardians.

The Principal will ensure that the following procedures are implemented in accordance with Policy 602 – *Safe Arrival, Safe Dismissal & Attendance – Elementary.*

Safe Arrival/Safe Dismissal & Attendance Procedures

- **The Safe Arrival/Safe Dismissal Program:**
  - Review the details of the program prior to the start of <u>each</u> school year;
  - Obtain current and accurate Parent(s)/Guardian(s)/Caregiver contact information (S2);
  - Establish an effective procedure for filing/recording of contact information;
  - Review the accessibility of information by the Principal/Vice Principal and/or Designate (hard copy/binder);
  - Review the message on school answering system;
  - Ensure Synrevoice, is ready; and,
  - Ensure York Region Police contact numbers (local detachment) are known and readily available.

- **Office plan for monitoring/managing attendance/lateness:**

  The Principal must clarify the following with the appropriate staff at the start of <u>each</u> school year:
  - The role(s) of the secretaries and school staff (i.e. classroom teachers, non-classroom teachers & itinerant teachers);
  - The procedure to record information from messaging system (parent calls);
  - The procedure for receiving attendance reports from classroom (morning and afternoon);
  - The procedure for contacting Parents/Guardians/Caregivers with respect to unexplained absence;
  - The procedure for locating a student if/when the Safe Arrival automated system has notified a Parent(s)/Guardian(s) of their child's absence and the Parent(s)/Guardian(s) has reported back to the school that their child should be in attendance (refer to Appendix A);
  - The process for maintaining/filing documentation related to attendance management:
    - ❖ notes explaining absence (see below);
    - ❖ daily reports; and,
    - ❖ calling logs.

- **Communication of the safe arrival/safe dismissal & attendance program to school staff:**

  - Expectations of staff in general;
  - Morning and afternoon expectations for classroom teachers;
  - Expectations of itinerant/rotary/specialist teachers throughout the instructional day;
  - Expectations when an 'unexplained absence' is noted;
  - Expectations for late dismissal of a student; and,
  - Information to be made available to supply teachers.

- **Communication of the safe arrival/safe dismissal & attendance plan to Parents/Guardians/Caregivers:**

  - Safe arrival/safe dismissal & attendance program to be communicated twice each school year;

- Safe arrival/safe dismissal & attendance program to be communicated during Kindergarten registration and to new families during registration;
- Remind Parents/Guardians of responsibility to inform school in advance of lateness, absence or early dismissal <u>and</u> to provide a reason;
- Encourage the use of the Parent(s)/Guardian(s) toll free safe arrival messaging system to inform school of a child's absence/lateness; and,
- Provide the phone number dedicated to Safe Arrival (where available).

> **Procedure for Responding to Unexplained Absence(s)**

- Prior to calling Parent(s)/Guardian(s) or Caregiver – office staff will check with the classroom teacher, itinerant teachers or other students, do an all-call, check both inside and outside school premises.
- Inform the Parent(s)/Guardian(s)/Caregiver that the student is not present. Encourage their input into where the student might be and immediately check these leads in cooperation with Parent(s)/Guardian(s)/Caregiver.
- If student's whereabouts cannot be determined **immediately** contact York Region Police at the local detachment.

> **Procedure for Responding to Situations if/when the Safe Arrival Automated System has notified a Parent(s)/Guardian(s) of their Child's absence and the Parent(s)/Guardian(s) has reported back to the school that their child should be in attendance**

- When the call is received from the Parent(s)/Guardian(s) to advise the school that their child should be in attendance the secretary will advise the Parent(s)/Guardian(s) that he/she will be placed "on hold: while the following process is implemented. If the Parent(s)/Guardian(s) is not able remain "on hold" they must keep their phone line open for communication with the school and/or York Region Police.
- Secretary to notify Principal/Vice Principal of the situation immediately.
- Secretary to immediately contact classroom teacher to verify the student's presence.
- If the classroom teacher has verified the student's presence the Parent(s)/Guardian(s) will be informed immediately.
- If the classroom teacher cannot verify the student's presence the Secretary will immediately make an all-call throughout the school directing the student to report to the office immediately.
- If the student arrives to the office as a result of the all-call the Parent(s)/Guardian(s) will be informed immediately.
- If the student's presence cannot be confirmed– the Secretary will ask the classroom teachers and/or itinerant teachers to inquire with other students if they know the whereabouts of the student.
- The Secretary will also communicate with any siblings attending the school to attempt to ascertain the whereabouts of the student not in attendance.
- Simultaneously to the above being implemented, the Principal/Vice Principal or designate will check both inside and outside the school premises.
- If the student's presence cannot be confirmed as a result of the above steps, the Principal, Vice Principal or Secretary will inform the Parent(s)/Guardian(s) and advise the Parent(s)/Guardian(s) that the school will contact York Region Police **immediately.**
- The Secretary will **immediately** contact York Region Police at the local detachment.
- The Principal/Vice Principal will meet with York Region Police upon their arrival to the school and provide information as requested.

- The Principal/Vice Principal will meet with the Parent(s)/Guardian(s) upon their arrival to the school and continue to support both the Parent(s)/Guardian(s) and the investigation through to completion.

➢ **Recording Reasons for Student Absence(s) Regulation 298 Sec. 23(2)**

- Clarify when an absence must be accompanied by a written note.
  - ❖ A typical practice is to ask for a written note from the Parent(s)/Guardian(s) after three (3) days of absence.
  - ❖ Medical notes should be requested with discretion, as there is often a cost associated with these notes.
  - ❖ A written note must be provided from a Parent(s)/Guardian(s) to 'temporarily excuse' a student from school (e.g. an extended vacation).
  - ❖ Students with prolonged absences (of fifteen or more days) must have medical documentation or an attendance counsellor's report on file.

- **Retention of notes**
  - ❖ Notes for temporary absence, medical documentation and Attendance Counsellor's reports must be retained for four (4) years.
  - ❖ Retention of all other written notes is at the discretion of the school however best practice would be retention for two years (current year plus one).
  - ❖ Refer to Records Information Management Manual for detailed information.