

General

These practices outline how safe arrival programs are carried out at elementary schools and the roles and responsibilities of parent(s)/guardian(s) , teachers, and principals.

Reported Lates/Absences

When parent(s)/guardian(s) report their student's late arrival or absence, the late arrival or absence will be recorded, and parent(s)/guardian(s) will receive confirmation from SchoolMessenger. The automated system call-out will NOT be activated when a child's late arrival or absence has been reported.

Telephone: 1-844-288-7624

SchoolMessenger Website: <https://asp.schoolmessenger.ca/lakeheadschoools>

Free Smartphone App: available to download at the SchoolMessenger Website

Unreported Lates/Absences

If a student's late arrival or absence is unverified, the automated notification system will try to contact parent(s)/guardian(s) using the communication preferences as entered in the SchoolMessenger system. This may include email, text and/or phone communication. The system will be seeking verification of the late arrival or absence. Parent(s)/guardian(s) will need to follow all prompts to indicate the reason for the late arrival or absence through the automated system.

The school principal will ensure that every reasonable effort is made to confirm unexplained pupil absences using the following order of contact:

1. parent(s)/guardian(s);
2. emergency contacts in the order you have provided; and
3. check with other siblings who may or may not be at school.

In the event that the principal has undue concerns regarding a student absence, Thunder Bay Police Services, or the Ontario Provincial Police may be contacted.

Elementary school principals/designates will:

- ensure office staff is designated and trained to implement the safe arrival program;
- ensure that any volunteer staff is trained in adherence of protection of privacy of personal information;
- determine the cut-off time for submitting of attendance appropriate for the specific circumstances of the school;
- ensure up to date records of parent(s)/guardian(s) and emergency contacts are maintained;
- take into account both normal, recurring circumstances and unusual events and conditions (for example, inclement weather or bus cancellations);
- ensure the safe arrival plan is communicated at the beginning of each school year, and as required throughout the year (e.g., for new registrations); and
- review the program periodically to confirm its effectiveness.

Elementary school homeroom teachers will:

- record attendance daily by the cut-off time communicated; and
- notify the office of students who arrive after attendance has been recorded.

Elementary parent(s)/guardian(s) will:

- communicate pupil absences or lateness to the school on a timely basis;
- provide the school with complete and current emergency information to enable the school to make any necessary follow-up contacts;
- upon receiving an automated message, listen to the full message and respond to the prompts to validate the pupil's attendance; and
- inform emergency contacts they may be contacted in the event of an unvalidated absence.