



POLICY:	ST: 13
EFFECTIVE:	January 11, 2000
AMENDED:	April 1, 2008
RELATED POLICIES:	ST:04, Pr ST: 13
REPEALS:	
REVIEW DATE:	2017-2018

## 1.0 Objectives

- 1.1 To ensure that every school, both elementary and secondary, adopt a procedure of reporting and monitoring student absenteeism.
- 1.2 To ensure that all elementary schools have in place safe arrival procedures which will enable the school and parent(s)/guardian(s) to account for any pupil's unexplained failure to arrive at school.

## 2.0 Guiding Principles

- 2.1 The Windsor-Essex Catholic District School Board is committed to the safety of its pupils.
- 2.2 The Board accepts responsibility to assist with the safe arrival procedures within its elementary schools while recognizing that the primary responsibility for each student's safe arrival remains with the parent/guardian.

## 3.0 Specific Directives

- 3.1 Each secondary school shall develop procedures for the recording and reporting of student absence that include the following:
  - a) A requirement that student absence be recorded daily;
  - b) A requirement that in the event of absence from the school, parents or students (if adult) contact the school with a reason for and the duration of the absence;
  - c) A requirement that the school call the parents or students (if adult) as soon as possible on the first day of an unexplained absence;
  - d) A requirement that students who arrive late, report to the office.
  - e) A requirement that the recording and reporting procedures be reviewed annually.
- 3.2 All elementary schools shall have in place safe arrival procedures which enable the school and parent(s)/guardian(s) to account for any pupil's unexplained failure to arrive at school.

- 3.3 The Director shall establish Board Procedures directing the development and implementation of safe arrival procedures in each elementary school.

#### **4.0 Responsibility for Implementation**

- 4.1 The Director and Principals shall be responsible for the implementation of this Policy.

#### **5.0 Review and Evaluation**

- 5.1 The policy shall be reviewed during the 2017-2018 policy review cycle.

#### **6.0 References**

Ministry of Education Policy/Program Memorandum No. 123 issued February 2, 1999

Pr ST: 13 Safe Arrival Procedures – Elementary  
ST: 04 Attendance and Punctuality