

Quinte Mohawk School Safe Arrival Protocol

Protocol
SO-07-01

Authority Statement

This document outlines the Ontario Federal Schools Out of Catchment Protocol for Quinte Mohawk School under the delegated authority of the Director of Ontario Federal Schools, in accordance with the *Indigenous Services Act*.

Community Values and Educational Philosophy Statement

Our educational philosophy is developed in respect of Haudenosaunee values, principles, and cultural foundations. Our goal is to establish and foster peace, balance, and collaboration through our community teachings. Members of our school communities have opportunity to build, maintain, and restore relationships, and reflect on and accept responsibility with Ga'nigōhi:yo / Ka'nikonhrí:yo / Good Mind including dignity, integrity, and respect.

1.0 Purpose

1.1 Six Nations and Tyendinaga Federal Schools is committed to the safety and well-being of all students. The Safe Arrival Protocol establishes consistent daily attendance and communication procedures to promptly identify, verify, and respond to unexplained student absences.

2.0 Scope

2.1 This protocol applies to all elementary students enrolled at Six Nations and Tyendinaga Federal Schools.

2.2 Staff in charge of classrooms when attendance is taken are responsible to ensure that this protocol is followed.

3.0 Definitions

3.1 Late Arrival: A student arriving after 9:05am is considered late.

3.2 Half-Day Absence (Morning): A student arriving after 12:10pm is considered absent for one-half day.

3.3 Half-Day Absence (Afternoon): A student leaving school prior to 12:10pm is considered absent for one-half day.

3.4 Unexplained Absence: A student absence that has not been reported to the school by a parent, guardian or caregiver by the time daily attendance is submitted.

3.5 School Messenger Safe Arrival System: A secure, automated communication platform used by the Six Nations and Tyendinaga Federal Schools that allows parents, guardians or caregivers to report student absences or late arrivals online. The system integrates with each schools' Edsebli software to ensure accurate, real-time tracking of student attendance, and to enhance the efficiency and reliability of home-school communication regarding student attendance and safety.





4.0 Attendance Reporting Procedures

- 4.1 Teachers or designated school staff shall enter daily student attendance online using the Edsembli Attendance system by 10:00 am.
- 4.2 The School Support Clerk or designated school staff is responsible for entering all late arrivals online into the Edsembli Attendance System upon student sign-in.

5.0 Absence Verification and Communication

- 5.1 At 10:30am, the automated School Messenger Safe Arrival system will begin contacting parents, guardians, or caregivers via phone call and/or text message and/or email for students marked with an Unexplained Absence. Parents, guardians and caregivers may choose their notification preferences (telephone call, text message, email) on the School Messenger app.

6.0 Responsibilities

- 6.1 **Teachers:** Teachers or designated staff must accurately input attendance by 10:00am and report discrepancies to the office immediately.
 - 6.1.1 Teachers or designated staff must use the attendance codes as delineated on the Edsembli Attendance System platform to accurately track the reason for student absence if the reason for absence is known.
- 6.2 **School Support Clerks:** School Support Clerks or designated staff shall maintain accurate Attendance records, and refer to the School Messenger Safe Arrival Attendance Report daily to identify any discrepancies with student attendance records.
 - 6.2.1 School Support Clerks or designated staff shall check the School Messenger Safe Arrival Attendance Report by 11:00am to ensure that all automated calls, and/or text messages, and/or emails have successfully been deployed by the automated School Messenger Safe Arrival system and communication of unexplained absences have been successfully received by parents, guardians or caregivers.
 - 6.2.2 School Support Clerks or designated staff shall contact parents, guardians or caregivers for any outstanding attendance issues, and all communication attempts shall be documented.
 - 6.2.3 School Support Clerks or designated staff will make reasonable efforts to reach parents, guardians or caregivers to confirm the whereabouts of the student to ensure their ongoing safety.
 - 6.2.4 If the student's primary parent, guardian or caregiver cannot be contacted, the student's secondary and tertiary contacts may be called to determine the reason behind student absence.
 - 6.2.5 After the third consecutive unexplained absence, a more concerted effort will be made to achieve contact to ensure student wellness. The Six Nations and Tyendinaga Federal Schools Attendance Protocol will be followed.
- 6.3 **Parents, guardians or caregivers:** Parents, guardians or caregivers should notify the school office prior to 9:00 am online via the School Messenger app or by calling the school if their child will be absent or late on any given school day.
 - 6.3.1 Parents, guardians, or caregivers will be asked to provide a reasons for all student absences.





6.3.2 Reasons for absence on the School Messenger system include:

- **Illness (ILL):** The student is absent due to personal illness, contagious disease, or recovery from a medical condition. Parents, guardians, or caregivers are required to report the symptoms of illness into the notes section of the Safe Arrival System when reporting the absence online, or call the school. As soon as parents, guardians or caregivers become aware that their child has contracted a contagious disease, the parent, guardian or caregiver must contact the school by telephone immediately and public health will be notified. A medical note may be requested for extended absences, defined as longer than 10 consecutive days.
- **Bereavement (BER):** The student is absent due to a death of a significant member of their life.
- **Medical (MED):** The student is absent for medical, dental, or therapy-related appointments. Parents, guardians or caregivers should notify the school in advance using the online School Messenger Absence Reporting tool or via telephone call to the office.
- **Absent (ABS):** Unexplained Absence is when there is no explanation from the parent, guardian or caregiver. The absence remains unverified until a reason for absence is communicated.
- **Longhouse (LON):** The student is absent due to attendance at Longhouse ceremonies. These absences are considered excused.
- **Personal (PER):** The student is absent due to personal reasons, such as vacation, or extracurricular activities unrelated to the Six Nations Federal Schools.
- The reasoning for all other absences must be reported clearly to the office so that the appropriate code may be assigned.

6.4 School Administration: School administration shall ensure that Safe Arrival procedures are implemented, monitored, and reviewed regularly for effectiveness.

7.0 Confidentiality and Record Keeping

7.1 All attendance records, communications, and personal information gathered through this protocol shall remain confidential. Information will be used solely for the purpose of ensuring student safety.

