



Leaving School Premises Administrative Procedure 1.B.125

1.0 School Administration
1.B. Students

Board Governance Policy Cross Reference: 1, 2, 3, 14

Legal Reference:

Date Adopted: December 2018

Date Amended:

All schools in Evergreen School Division need to have clear rules and procedures about leaving the school premises **during** the school day, known to parents/guardians as well as students.

Part One: Leaving School Premises *With* Permission

A. EARLY YEARS STUDENTS (K to Grade 4)

For lunch:

EY students who live in catchment area, and do not take the bus, may go home for lunch/nutrition break during the noon/2nd break. Parent/guardian is responsible for communicating a clear plan to the classroom teacher/school.

For example:

- Does child go home every day?/Does child go home only when note sent?
- Does child wait for adult to pick up?/Does child walk home on own? etc.

If plan is in place, child does not need to be signed out on a daily basis.

For illness:

If a student becomes ill and needs to go home, student needs to inform classroom teacher. Teacher then informs school office and student reports to office. If deemed necessary, office contacts parent/guardian. Parent/guardian signs student out.

For Other Reasons:

EY students are only allowed to leave during the school day with parental permission (via note, phone call, email, etc.). When they are collected, it must be by the parent/guardian or another adult identified ahead of time by the parent/guardian to the school.

Each school must have a procedure for signing out students during the school day which should include the name of child, the reason for leaving school, permission given by, name of person collecting child, etc.

B. MIDDLE YEARS STUDENTS (Grades 5 to 8)

For lunch:

MY students who live in catchment area, and do not take the bus, may go home for lunch/nutrition break during the noon/2nd break. Parent/guardian is responsible for communicating a clear plan to the classroom teacher/school.

For example:

- Does child go home every day?/Does child go home only when note sent?;
- Does child wait for adult to pick up?/Does child walk home on own?; etc.

If plan is in place, child does not need to be signed out on a daily basis.

MY students will be given the opportunity to leave school premises for lunch/nutrition break during the noon/2nd break during months designated by the school.

- Each school needs to develop rules and expectations that are a match for their school and community.
- While off property students must act as responsible citizens and make good choices.
- If problems arise, privilege may be cancelled for a period of time and parents will be contacted. If problems continue, the privilege may be permanently revoked.
- Classroom teachers need to review these rules, expectations and consequences with their students.
- This information needs to go home to all parents/guardians at the start of each school year.
- Student and parent/guardian both need to sign that they have reviewed this information together.

- For the months designated by the school:
 - Parents/guardians of **Grades 5 and 6** students can provide “Day by Day Permission” which means that their child can only go off premises on the specific day that parent/guardian communicates such to classroom teacher (via note, phone call, email, etc.)
 - parents/guardians of **Grades 7 and 8** students can opt for:
 - a. “Blanket Permission” which gives their child permission to leave school premises at lunch break as they choose *OR*
 - b. “Day by Day Permission” which means that their child can only go off premises on the specific day that parent/guardian communicates such to classroom teacher (via note, phone call, email, etc.).

For illness:

If a student becomes ill and needs to go home, student needs to inform classroom teacher. Teacher then informs school office and student reports to office. If deemed necessary, office contacts parent/guardian. Parent/guardian signs student out.

For Other Reasons:

MY students are only allowed to leave during the school day with parental permission (via note, phone call, email, etc.). When they are collected, it must be by the parent/guardian or another adult identified ahead of time by the parent/guardian to the school.

Each school must have a procedure for signing out students during the school day which should include the name of child, the reason for leaving school, permission given by, name of person collecting child, etc.

C. SENIOR HIGH STUDENTS (Grades 9 to 12)

For Designated Breaks:

Senior High students may leave the premises at designated breaks **without** consent from parent/guardian. This needs to be communicated to both parents and students at the start of each school year via school handbooks, “back to school” letters, etc.

While off property students must act as responsible citizens and make good choices. If problems arise, privilege may be cancelled for a period of time and parents contacted. If problems continue, the privilege may be permanently revoked.

For illness:

If a student becomes ill and needs to go home, student needs to inform classroom teacher/school office. Office will then contact parent/guardian. Parent/guardian signs student out.

For Other Reasons:

Parent/guardian should advise school ahead of time if their child will be leaving school premises during school day, and for what length of time (via note, phone call, email, etc.).

SY students need to sign themselves out at school office when leaving for appointments, etc. They need to indicate time of return, and if not returning, this needs to be confirmed with parent/guardian, unless they have already advised school of such.

Part Two: Leaving School Premises *Without* Permission

As soon as it is known that a student has left the premises without permission, it needs to be reported to the Principal or designate. Principal (or designate) will determine next steps.

Relevant considerations include the following:

- the location of the school or the school approved activity and its proximity to external dangers such as busy roads or railway lines
- whether the student has a disability that may affect their ability to appreciate the risk associated with their behaviour and actions
- the age of the student
- the student’s prior behaviour or previously exhibited vulnerabilities, difficulties or troubles

- the student's mental state immediately prior to leaving the school grounds or the school approved activity; i.e. whether they were highly distressed, whether they were drug or alcohol affected, whether they had indicated an intention to hurt themselves or others
- the time that has elapsed since the student has left the school grounds or school approved activity
- whether other students who are under the care and supervision of the school staff can be appropriately supervised whilst appropriate action is taken to manage the student who has run away from school or the school approved activity (field trip/etc.).

Depending on the individual circumstances of the case, next steps may include one or more of the following:

- making contact with the student and encouraging them to return to the school grounds or the school approved activity; and/or go to a safe place; and/or stop the behaviour that is putting them at risk and/or ask them to remain in the company of a suitable and responsible adult
- following the student and maintaining visual contact until the student returns to school or school-approved activity, or another adult (RCMP, parent/guardian) has assumed this responsibility
- searching for the student, particularly if there is information available as to the student's potential whereabouts
- contacting the parent/guardian of the student to advise them that the student has left the school grounds or school-approved activity and to obtain any additional information and assistance that may assist in locating the student
- contacting the RCMP to advise them of the missing student and providing them with pertinent information
- restraining the student only when they are in *immediate* danger; for example, where the student is about to step in front of a car or otherwise harm themselves (as little restraint as is possible, for the shortest time possible).

After an incident in which a student has run away from the school grounds or school-approved activity, school staff should take the following steps:

- report the incident to the parent/ guardian (if this has not already been done); all incidents need to be shared with parents so that they understand the seriousness of leaving school premises and can best support the school
- report the incident to Principal (if this has not already been done)
- document the incident and the school's response to the incident
- debrief with the student as appropriate
- consider whether it is appropriate to set up a meeting with those involved (parent/guardian, classroom teacher, etc.)
- consider whether it is appropriate to develop a Behaviour Plan/Safety Plan (See ***ESD Student Services Handbook***)