



# Tecumseh Elementary School

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1850 East 41<sup>st</sup> Avenue,, Vancouver, B.C. V5P 1  
School Phone Number: 604 – 713 - 5390

## Information Sent on Behalf of the Vancouver School District

### **Reporting Student Absences:**

Student safety is of paramount importance at the Vancouver School District. Ensuring student safety is a shared responsibility. In order to assist schools, the VSB asks parents to notify schools of student absences.

### **New District Procedure**

If your child will be absent from school, please phone **604-713-5159**. This is a district phone number. You will be asked to provide the 2 digit extension number for Tecumseh, to access the school's voice mailbox for reporting an absence. The extension for Tecumseh is 83.

Parents should leave a message indicating absence of student as early as possible on the first day of absence, so that messages are left before school is open. School offices are busy places: consistently notifying the school in advance of your child's absence will significantly improve the efficiency and effectiveness of the Safe Arrival Morning Routine.

To Report Your Child's Absence – Please call the district number (604-713-5159 – Ext. 83, prior to 9:00 a.m., on the first day of the absence. If you are unable to get through, please call the school office directly at 604-713-5390.

### **Student Sign-Out Procedure:**

**When you pick up your child during the school day, please ensure that you sign them out at the school office before you take your child from the school.**

If you do not sign out your child, he or she will be unaccounted for and the school will identify your child as a 'missing' student. School personnel will commence a search of school grounds. If the school staff do not locate the child, and are unable to reach a parent promptly, the school will call the Vancouver Police Department. Clear communication is essential for ensuring the safety of your child and to prevent unnecessary searches.

Thank you, for helping us keep your children safe!

### **Late Arrival: (New Procedure)**

It is important that your child/ren arrive on time. If your child arrives late, he/she will need to go to the office and get a late slip before entering his/her classroom. This procedure is a district-wide way of accounting for the whereabouts of students.

Thank you for helping us keep your children safe!