
SAFE ARRIVAL POLICY**1. Rationale**

Lakehead District School Board (LDSB) is committed to the safety of students. A safe arrival absence management system will be implemented for every elementary school in conjunction with daily school attendance-taking.

2. Policy

- 2.1 It is the policy of LDSB to maintain a safe arrival system in every elementary school that allows for communication between home and school to ensure the safe arrival of all students in elementary school.
- 2.2 Every elementary school must have in place a comprehensive safe arrival program to allow parents and staff to account for a student's unexplained absence. Schools shall make all reasonable efforts to make timely contact with parent(s)/guardian(s), or designated emergency/additional contacts when a student is absent, and the school has not been notified by the parent(s)/guardian(s).
- 2.3 Parent(s)/guardian(s) are responsible for their child(ren)'s safety. Safe arrival programs are a mechanism in elementary schools that can be used to account for any pupil's unexplained failure to arrive at school.

3. Guiding Principals

- 3.1 All elementary schools have procedures in place that are conducted in conjunction with daily school attendance-taking procedures and that aim to account for any student's unexplained failure to arrive at school through reasonable efforts to make timely contact with parent(s)/guardian(s).
- 3.2 Implementation should exercise local discretion and take into account the unique circumstances of every school.
- 3.3 Programs will consider and prepare for both normal, recurring circumstances and unusual events and conditions (for example, inclement weather or bus cancellations).
- 3.4 Individuals involved in delivering the safe arrival program should receive appropriate training and supervision.
- 3.5 Any volunteers involved in delivering the safe arrival program must be trained in the adherence of protection of privacy of personal information.
- 3.6 There should be a reliable method for parent(s)/guardian(s) to communicate planned/known student absences or lateness to school on a timely basis.

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3.7 Information about the features of the elementary school's safe arrival program and the roles and responsibilities of all parties, should be communicated clearly and effectively by the principal to the school community at the beginning of each school year, and to additional registrations occurring throughout the year.

4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
8066 Safe Arrival Procedures	April 26, 2022	Ministry of Education Policy and Program Memorandum (PPM) 123, February 2, 1999 Education Act, R.S.O. 1990, c. E.2 Municipal Freedom of Information and Protection of Privacy Act (MFFIPA)
	<u>Date Revised</u>	