
SAFE ARRIVAL PROCEDURES1. Policy

It is the policy of Lakehead District School Board 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. Definitions**Emergency Contact:**

Any person, designated by parent(s)/guardian(s) who is available to be contacted in the event of an unexplained student absence, when the parent(s)/guardian(s) are unable to be reached.

3. Responsibility of the Board

Lakehead District School Board will maintain an attendance reporting system that is accessible to parent(s)/guardian(s) to report their child's late arrival or absence quickly and conveniently.

4. Responsibilities of Parent(s)/Guardian(s)

4.1 On the student admission form and annual student verification form, parent(s)/guardian(s) will provide current contact information, including:

- primary contact numbers for parent(s)/guardian(s);
- work phone numbers for parent(s)/guardian(s); and
- phone number of emergency contact(s) and/or additional contacts.

4.2 Parent(s)/guardian(s) will indicate who should be contacted for the safe arrival program.

4.3 Parent(s)/guardian(s) will ensure that the school has accurate and current contact information at all times.

4.4 Parent(s)/guardian(s) will provide updated information as necessary throughout the school year.

4.5 Parent(s)/guardian(s) will inform emergency contacts and any additional contacts that calls may be made to them if a parent/guardian cannot be reached when a child does not arrive at school.

4.6 Parent(s)/guardian(s) will communicate with the school prior to the school's start in the morning when a child will be absent or late for any reason during the school day.

4.7 Parent(s)/guardian(s) will provide written or verbal permission for their child to leave during the school day.

SAFE ARRIVAL PROCEDURES**5. Responsibilities of Elementary School Principals/Designates**

- 5.1 Principals will organize and implement an effective safe arrival program that meets the needs of their school population and timetable.
- 5.2 Principals will stress the need for parent(s)/guardian(s) to provide current information for safe arrival programs.
- 5.3 Principals will inform parent(s)/guardian(s) that if an unexplained absence of their child occurs, calls may be made to the home, the parents'/guardians' place of work, the emergency contact, or any additional contacts.
- 5.4 Principals may enlist the aid of staff to implement safe arrival programs.
- 5.5 Principals may modify safe arrival programs to take into account unusual events and conditions such as inclement weather, late buses or bus cancellations.
- 5.6 Principals will ensure that the safe arrival program includes the following steps:
- attendance is to be taken a minimum of once daily, within a reasonable amount of time from the start of the instructional day;
 - an attendance record is maintained, including a list of calls from parent(s)/guardian(s) who call to report absences or lateness. The attendance record shall include a list of safe arrival calls that are made by the school when there is an unexplained student absence. This record lists who has been called and when, and the result of each call;
 - absences recorded by teachers are checked against those listed in the attendance record;
 - phone calls are made in the order specified in the information provided by parent(s)/guardian(s);
 - an effort is made to check with any present siblings of pupils with unexplained absences, to determine if there is additional, pertinent information; and
 - principals will decide what action to take if contact cannot be made with the parent(s)/guardian(s), emergency or additional contact(s).
- 5.7 Police may be contacted when the school and the home, parent(s)/guardian(s) at work, emergency or additional contact(s) cannot reasonably account for a student's unexplained failure to arrive at school.

6. Responsibilities of Teachers

- 6.1 Teachers will record attendance and return it promptly to the office.
- 6.2 Teachers will notify the office of students who arrive after attendance has been recorded.

8000 School-Community Relations	8000
SAFE ARRIVAL PROCEDURES	8066

7. Review

These procedures 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 Policy	April 26, 2022	
	<u>Date Revised</u>	

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