

ADMINISTRATIVE PROCEDURE 331	
SECTION: STUDENTS	
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Contact	Executive Council

## SAFE ARRIVAL PROGRAM

### BACKGROUND

In its quest for student safety, the Renfrew County District School Board supports the Safe Arrival Program for elementary school students. All elementary schools will have a Safe Arrival Program in place. The program will work in conjunction with daily attendance procedures and will make exhaustive (see section Duties of the Office Administrator or Office Assistant or Designate, bullet 5) efforts to account for students not in attendance at school.

Each elementary school will develop and implement its Safe Arrival Program with advice from School Councils, parents/guardians, staff, volunteers and other community members in accordance with local needs and the particular circumstances of the school and community.

Secondary schools are encouraged to implement a similar program.

### PROCEDURE

The following are guidelines for the development of duties for inclusion in each school’s Safe Arrival Program.

#### Duties of the Principal

- Develop and publish the Safe Arrival Program and include in the school’s handbook for students, parents/guardians and staff.
- Ensure that staff involved in delivering the Safe Arrival Program receive proper training and supervision.
- Ensure that the Safe Arrival Program is followed through ongoing monitoring and reviewed periodically to confirm its effectiveness.
- When contact is finally made, the cooperation of the contact/parent/guardian in assisting with the Safe Arrival Program should be reemphasized.
- Follow up on unsuccessful contacts, including contacting the School Support Counsellor, the police, the Superintendent of Education, as appropriate.

#### Duties of the Teacher

- Keep accurate daily and cumulative records of student absences.
- Remind students on an on-going basis of their responsibility to arrive at school on time.
- Alert the principal of any unusual and/or suspicious absence.

### Duties of the Parent/Guardian

- Report the child's absence in advance by calling the school; sending a note with the child before the day of the absence when it is known ahead of time; or sending a note with siblings.
- Provide current and suitable contact telephone numbers and update them promptly if they change.
- Stress the importance of daily and prompt attendance with their children.

### Duties of the School Council

- Review the school's Safe Arrival Program and offer suggestions to the Principal.
- Assist in communicating the Safe Arrival Program by including it in the Council's newsletter and by making reminders at meetings.

### Duties of the Pupil

- Be responsible and accountable for prompt arrival.
- Remind parents/guardians of the need to contact the school prior to an absence.

### Duties of the Office Administrator or Office Assistant or Designate

- Ensure that all attendance records are delivered to the office as soon as possible after school begins.
- Listen to any recordings of called-in absences and review notes from parents/guardians and/or notifications of notes received from teaching staff.
- Compare the list of absent pupils to excused pupils.
- Compile a list of non-excused non-arrivals.
- Make phone contact with a parent/guardian/authorized contact concerning the non-arrival in the following suggested order:
  - home,
  - cell,
  - work,
  - authorized emergency contact number,
  - additional emergency contact number, and
  - siblings.

Every attempt should be made to speak with an adult.

- SchoolMessenger (previously Synrevoice) is available as a tool to assist in making initial contacts. This does not substitute for "live" communication with parents/guardians.
- Schools can accept electronic mail from verified parent/guardian email addresses as an authorized method of contact to excuse the absence of a student.
- When making a phone contact, a recorded message should be left saying, "Please contact the school", and the contacts should continue until a "live" contact is made.
- If a "live" contact cannot be made, the principal or designate will be informed. This information will be provided through a report generated from the Student Information System.

- When contact is finally made, the cooperation of the contact/parent/guardian in assisting with the Safe Arrivals Procedures should be emphasized.

### Inclement Weather

- On a day when buses are not running, Safe Arrival Programs will be used for all walk students only. This may require re-assigning staff and additional available resources to achieve this goal.
- As a part of the Inclement Weather guidelines, parents/guardians of elementary students who walk to school should be reminded that, if they decide to keep their child(ren) at home for all or part of the day, they should contact the school in the usual manner.

### **LEGAL REFERENCES**

*Education Act, Part XIII Behaviour, Discipline and Safety*

*Education Act, Section 265(1)(c) Duties of a Principal*

*Education Act, Section 21 (1) Compulsory Attendance*

*Education Act, Section 21 (2) Where Attendance Excused*

*Education Act, Section 21 (5) Duty of Parent*

*Ministry of Education Policy/Program Memorandum 123 Safe Arrivals*

*Ministry of Education Policy/Program Memorandum 128 The Provincial Code of Conduct and School Board Codes of Conduct*

*Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

*Ministry of Education Enrolment Register Instructions for Current School Year*

### **Procedure History**

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