

Title: **SAFE ARRIVAL**

Adopted: March 2012

Reviewed:

Revised: October 2023

Related: Policy 2006: Safe Arrival

**PURPOSE**

The purpose of this procedure is to provide guidelines to promote and support the safe arrival of students to and from school.

**PROCEDURES**

1. The principal shall inform parents, in writing, about safe arrival procedures in the KidsAbility School Authority Registration Package and the KidsAbility School Authority Handbook. The information includes:

- a brief explanation of attendance procedures and the safe arrival program;

- the advisory that school staff will access student information to implement this program.

1. The student information to be kept as part of the safe arrival program must include the names, current telephone numbers, available email addresses or any other contact information in order of priority, of parents, guardians, caregivers, or other individuals (e.g., emergency Contact) to be notified in case of an unexplained pupil absence.
2. Parental consent is obtained through the Registration Form, and Permission to Release Student from School or Bus Form. This parental consent must be for school staff and/or volunteers to make these contacts, in accordance with the requirements of the *Municipal Freedom of Information and Protection of Privacy Act.*
3. The normal method for parents or guardians to communicate the planned or unexpected absence or lateness of a student is to call the dedicated school attendance line at 519-886-1960.
4. If this phone call is outside school hours, a message must be left including the student’s name, reason for the absence or lateness and expected arrival or return to school. The parent or guardian must call each day that a student is to be absent or late.
5. A log must be kept of all calls or other communication from parents or guardians to report the absence or lateness of a student.
6. If a student fails to arrive at school on the bus or within 15 minutes of the normal school starting time, the staff shall check the call and email log and record if notification has been provided.
7. If notification has not been provided staff or volunteers will begin calling the phone numbers available to ascertain the reason for the absence. The process must continue, using all available contact information, until verification of a legitimate absence is obtained.
8. If no such verification is obtained, police may be advised of the need for a wellness check or of the unexplained absence of a child.
9. These regular procedures should be modified, as appropriate, on days when pupils are likely to arrive late because of inclement weather, bus cancellations or in other circumstances.
10. A log must be made of the actions taken by staff to verify the legitimacy of an absence.
11. Parents and guardians should be reminded regularly of the need for communication to the school regarding student absences.
12. The late arrival or early departure of a student must be recorded in the sign in/sign out binder.