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## Procedure No. VI-18

Safe Arrival at School Program

**Adopted:**

A Safe Arrival at School Program shall be reviewed at each school in accordance with the Halton Catholic District School Board's policy and administrative procedures and the needs of the school community.

The Safe Arrival at School Program will outline the procedures for accounting and communicating a student's unexplained failure to arrive at school.

## Requirements

Each school shall develop Safe Arrival procedures consistent with *Policy II-33*.

The roles and responsibilities of parents/guardians, students, and school personnel are to be defined in the procedures.

The school's Safe Arrival procedures are to be communicated by the Principal on an annual basis to the school community.

In order to ensure their effectiveness, the school-based Safe Arrival procedures shall be reviewed on an annual basis in consultation with the Catholic School Council.

### **Procedures for Parents/Guardians, Students 18 years of age or older (adult students), or Students (16 or 17) Who Have Withdrawn From Parental Control**

Each school day, parents/guardians, adult students, or students who have withdrawn from parental control, are required to promptly report to the school their student absences, or late arrivals, prior to the start of and/or throughout the school day, unless the parent/guardian, adult student, or student who has withdrawn from parental control, informs the school of a prolonged absence.

Each school has a system in place which permits calls/emails or other forms of communication to be made 24 hours, 7 days per week (e.g. SchoolMessenger<sup>®</sup>, answering machine and email system). Parents/guardians, adult students, or students who have withdrawn from parental control, are encouraged to use the SchoolMessenger<sup>®</sup> service prior to the commencement of school, leaving a message identifying the student(s), their grade, teacher, the first date of absence, the length of the absence, and the reason for absence.

The reporting system should be used to account for the absence and to eliminate the need for immediate follow-up. The school may request the parent/guardian to provide a written record of the absence with the student upon return to school. General reasons may be left on the absence reporting.

In elementary schools, attendance shall be completed and reported to the Office following opening exercises and the commencement of afternoon instructional time.

In secondary schools, attendance shall be completed and reported to the Office within the first 20 minutes of each instructional period of the day. The attendance records shall be completed for the attendance secretary.

Students arriving after the attendance reporting is completed shall be asked to report to the office where their time of arrival will be recorded, and a late slip provided for admittance.

### **Procedures for Office Staff**

On an annual basis, the Office staff shall communicate with parents/guardians, adult students, or students who have withdrawn from parental control, the need to provide the school with current contact information.

The school secretary/office staff shall perform the following:

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- o teachers using on-line attendance must complete and submit their attendance at the beginning of each period 1 and 2;
- o at approximately 11:30 a.m. the automated scheduled task will run and pick up any unexplained absences in period 1 and 2;
- o Student Contacts with a Priority 1 and 2, will receive a call on their home and/or cell phone numbers at approximately 11:45 a.m.;
- o at the end of the day, the secondary scheduled tasks will run and pick up any unexplained absences in any period during the entire day;
- o attendance secretaries will run a report for unexplained absences in the morning prior to the 11:45 a.m. calls and at the end of the day to track any unrecorded attendance.

In the case of inclement weather, the verification of absences will be conducted after the last bus arrives at school.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
Director of Education Services

