



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	May 10, 1999
POLICY NAME:	Safe Arrival Program	LAST REVISED:
POLICY NUMBER:	R.GSA.E.15	May 10, 1999

1. GENERAL: SAFE ARRIVAL PROGRAM – ELEMENTARY SCHOOLS

- 1.1 A safe arrival program will consist of a set of established procedures that are conducted in conjunction with the recording of daily school attendance.
- 1.2 When a pupil fails to arrive at school for morning or afternoon classes and the pupil's absence is unexplained, a school will implement its Safe Arrival Program. Reasonable effort will be made to inform the parent, guardian, caregiver or the emergency contact of the pupil's absence.
- 1.3 A Safe Arrival Program will be developed and implemented by schools in consultation with school councils, parents, volunteers and other community members. Each School will develop a safe arrival program for implementation in October of 1999.
- 1.4 The development of a Safe Arrival Program will reflect local needs and the particular circumstances of the school and community. The program developed needs to be flexible, efficient, and effective.

2. PROGRAM DEVELOPMENT AND IMPLEMENTATION

- 2.1 The Safe Arrival Program should be delivered in a manner that complements other school and community safety programs.
- 2.2 Principals, in developing and implementing a Safe Arrival Program, must clearly identify and document the roles and responsibilities of parents, pupils and school personnel.
- 2.3 The Safe Arrival Program developed should take into account both regular and unusual events and occurrences.
- 2.4 In developing the Safe Arrival Program consideration must be given to the language spoken in the home of the pupil.
- 2.5 A Safe Arrival Program must detail direction to be taken when a follow-up contact cannot reasonably be made. Principals are required to contact police and inform them of the pupil's absence.
- 2.6 Individuals involved in delivering the Safe Arrival Program should receive appropriate training and supervision.
- 2.7 The Safe Arrival Program should be reviewed periodically to confirm effectiveness.
- 2.8 Efforts should be made to enlist the aid of parents and volunteers to assist in the administration of the Safe Arrival Program.

3. PARENT RESPONSIBILITIES

- 3.1 Parents are responsible for their children's safety on route to school or taxi/bus stop.
- 3.2 Parents, guardians and caregivers are responsible for communicating planned pupil absences or latenesses to the school prior to the commencement of morning or afternoon classes.

- 3.3 Parents, guardians and caregivers are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts. The school must be informed of any change to this information.

4. INFORMATION AND COMMUNICATIONS

- 4.1 Information about the scope and features of the school's Safe Arrival Program, and about the roles and responsibilities of all involved in the implementation of the program, should be communicated clearly and effectively by the principal to school staff, parents, guardians, caregivers, pupils, Catholic School Councils, all volunteers and others in the community who have an interest in this matter.
- 4.2 The provision of a reliable method for parents, guardians and caregivers to communicate planned pupil absences or lateness to the school prior to the commencement of classes is essential.
- 4.3 A process of documenting important information should be developed and maintained. Subject to the Municipal Freedom of Information and Protection of Privacy Act, key information could include:
- 4.3.1 a log of calls from parents or others who report absences or lateness;
 - 4.3.2 names, and current telephone numbers, in order of priority, of individuals to be notified in case of an unexplained pupil absence;
 - 4.3.3 parental consent for school staff and/or volunteers to make these contacts, in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
 - 4.3.4 a log of actions taken by school staff in accordance with the provisions of the school's Safe Arrival Program.