

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## SAFE ARRIVAL

AS 29.0  
Section U  
June 2014

### **PREAMBLE**

It shall be the Policy of the Nipissing-parry Sound Catholic District School Board to promote the safety of its pupils and have a Safe Arrival program in all its elementary schools.

### **ADMINISTRATIVE REGULATIONS AND PROCEDURES**

#### **A) Rationale**

Parents and guardians are responsible for their children's safety. A Safe Arrival program is a mechanism that parents/guardians/caregivers and schools can use to account for any pupil's unexplained failure to arrive at school at the expected time.

#### **B) Procedures**

1. Each elementary school shall provide a business telephone line and an answering service for the purpose of the Safe Arrival program.
2. Volunteers are recruited to assist with the Safe Arrival program.
3. Volunteers are trained regarding procedures and messages to convey to parents/guardians. Volunteers sign a confidentiality form (see sample attached).
4. Parents/guardians dial the school's Safe Arrival telephone number (available 24 hours a day) to report the absence/late arrival of their child(ren).
5. At the beginning of each school day, teachers take attendance of the pupils in the class and immediately report absences to the school office.
6. Safe Arrival program volunteers shall promptly:
  - i) Listen to the recorded messages and list the students' names and other relevant information in the Safe Arrival program log book (see sample attached).
  - ii) Check the late log in the office for students who arrived late.
  - iii) Compare the attendance records to the phoned-in messages.
  - iv) Contact the parents/guardians who did not call the school.
  - v) Contact alternate emergency numbers if the parents/guardians cannot be reached.
  - vi) Notify the principal of unexplained absenteeism and lateness.

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<p>7. The Safe Arrival program is reviewed every year by staff and parents to ensure continued effectiveness. Volunteers are recruited in the month of June for the subsequent year.</p> <p><b>C) Roles of Parents/Guardians</b></p> <ol style="list-style-type: none"><li>1. Parents/guardians/caregivers are responsible for communicating planned pupil absences or lateness on a timely basis.</li><li>2. Parents/guardians/caregivers are responsible for providing the school with complete and current emergency information to the school to enable the school to make any necessary follow-up contacts.</li></ol> <p><b>D) Role of the School</b></p> <p>The school shall:</p> <ol style="list-style-type: none"><li>1. Ensure that a telephone system is established for the Safe Arrival program.</li><li>2. Recruit parents/volunteers to assist with implementing the program.</li><li>3. Train the volunteers on attendance procedures related to the Safe Arrival program.</li><li>4. Communicate to the parents and community the establishment of the Safe Arrival program, the dedicated phone number and procedures to follow to report absences or lateness.</li><li>5. Get parental consent for school and/or volunteers to make contact in accordance with the Municipal Freedom of Information and Protection of Privacy Act.</li><li>6. Review the school Safe Arrival program on an annual basis.</li></ol>	