

POLICY

It is the policy of the Board to have safe arrival programs in its elementary schools that allow parents and staff to account for a pupil's unexplained failure to arrive at school through reasonable efforts to make timely contacts with parents/guardians or parent-designated contacts.

Administrative Detail

1. It is the responsibility of the appropriate Superintendents to administer this policy in accordance with the Safe Arrival Procedures Manual 510-A.
2. It is the responsibility of Principals to implement this policy in accordance with the Safe Arrival Procedures Manual 510-A.
3. It is the responsibility of Principals, each term, to annually publicize this policy and their local school procedures to parents.

A. GENERAL

1. Parents and guardians are responsible for their children's safety. Since the Board is also concerned about the safety of students, it operates safe arrival programs for parents and schools to use to account for the unexplained failure of students to arrive at school. However, the Board's Safe Arrival Policy does not release parents from their responsibility for their children's safety.
2. Safe Arrival programs are designed to reflect the particular circumstances of the school and community. Principals may enlist the aid of staff and/or volunteers to implement the Safe Arrival Policy.
3. Safe Arrival programs may be modified to take into account unusual events and conditions, such as inclement weather or bus cancellations.
4. Safe Arrival programs should be reviewed periodically to assess their effectiveness.

B. ROLES/RESPONSIBILITIES

1. It is the responsibility of parents to:
 - a) provide current telephone contacts such as: home phone number, work number of both parents, number of caregiver, number of Safe Arrival contact, and emergency contact numbers on the student admission/information form,
 - b) update the information during the school year,
 - c) communicate with the school, prior to the start of school in the morning or afternoon, when the child will be absent or late for any reason,
 - d) provide written permission for their child to leave the school during the day,
and
 - e) inform the school when their child will be returning after an absence of more than one day.
2. It is the responsibility of Principals/designates to:
 - a) organize and implement an effective Safe Arrival system that meets the needs of their school population by:

- i) maintaining a log of calls from parents or others who report absences or lateness,
 - ii) checking classroom absences against those listed in the attendance log,
 - iii) contacting parents or caregivers of students who are absent without explanation.
- b) stress the need for parents to provide up-to-date information
 - c) establish procedures to ensure that staff are notified of late arrivals
 - d) decide what action to take if contact cannot be made with parent or caregiver
 - e) ensure that individuals involved in delivering the Safe Arrival program are aware of procedures to be followed
 - f) inform parents and caregivers that if an unexplained absence of their children occurs, calls may be made to the home, to their place of work, to the caregiver, Safe Arrival contacts, emergency contacts
 - g) document all calls in a log, listing who has been called and when, and the result of each phone call
3. It is the responsibility of teachers to:
- a) record attendance completely, both in the morning and afternoon and return it promptly to the office, and
 - b) notify the office of students who arrive after attendance has been recorded.