



PROCEDURE:	Pr ST:13
EFFECTIVE:	April 1, 2008
AMENDED:	
RELATED POLICIES:	ST:04, Pr ST:13,
REPEALS:	
REVIEW DATE:	2017-2018

1.0 Objective

- 1.1 To establish Safe Arrival Procedures to be implemented by each elementary school.

2.0 Parents/Guardians

- 2.1 Parent(s)/guardian(s) are primarily responsible for the safe arrival of their child (ren).
- 2.2 Parent(s)/guardian(s) shall provide the school with complete and current emergency information to enable the school to make appropriate follow-up contacts.
- 2.3 Parent(s)/guardian(s) shall notify the school of a child’s absence prior to the commencement of each school day using one of the following procedures:
- a) Telephone (answering machine)
 - b) Signed and dated note from parent(s)/guardian(s)
 - c) Fax machine
 - d) Personal contact with school staff
 - e) Email
- 2.4 Parent(s)/guardian(s) shall inform the school of any changes in usual transportation arrangements.

3.0 Schools

- 3.1 The Principal, in consultation with the school staff and the Catholic School Council, shall develop and review on an annual basis a safe arrival procedure consistent with all Board policies and administrative procedures.
- 3.2 The safe arrival procedure must consider days when pupils are likely to arrive late due to inclement weather or bus cancellations. In these instances, the provisions of Policy A: 02 Inclement Weather – Emergency School Closings and any supporting Procedures must be followed.

- 3.3 The Principal shall ensure that safe arrival procedures are published in the School Handbook and circulated during the first week of school and as required throughout the year (i.e. new registrants).
- 3.4 The Principal shall ensure that every reasonable effort is made to confirm unexplained pupil absences using the following order of contact:
 - a) Parent(s)/guardian(s)
 - b) Caregiver
 - c) Emergency contact
- 3.5 In the event that the Principal has undue concerns regarding a student's absence, he/she may notify the police.
- 3.6 When a police contact has been made, the Principal shall notify the Family of Schools Superintendent.
- 3.7 The Principal shall ensure that occasional teachers are familiar with the school's safe arrival procedures.
- 3.8 The Principal/designate shall ensure that all attendance records are received at the office immediately after completion.
- 3.9 The Principal, in consultation with the School Council and in accordance with the Education Act, shall establish arrival/dismissal and lunch times when yard supervision is provided.

4.0 References:

Ministry of Education Policy/Program Memorandum No. 123 issued
February 2, 1999

Board Policies/Procedures:

A: 02 Inclement Weather – Emergency School Closings
ST: 13 Safe Arrival
ST: 04 Attendance and Punctuality