

Date of Issue	March 2022
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Subject	ELEMENTARY SCHOOL SAFE-ARRIVAL PROGRAM
References	<i>Ministry of Education Policy/Program Memorandum No.123 Safe-Arrivals</i> Policy 4235 – Elementary School Safe-Arrival Program
Contact	School Services

1. Guidelines

Elementary safe-arrival programs enhance a safe and supportive learning environment by ensuring that there is a reasonable effort to make timely contact with parents/guardians to confirm elementary student safety.

2. Procedures

School safe-arrival programs will incorporate the following:

- 2.1 Parent/guardian consent shall be obtained electronically at the beginning of each school year, or on enrolment, for a child(ren) to be included in a safe-arrival program.
- 2.2 Parents/guardians are expected to provide the names and current telephone numbers of three emergency contacts to be notified, in priority, in case of an unexplained student absence. Schools will use an automated call system in a first attempt to contact the custodial parent(s)/guardian(s). If contact with the custodial parent(s)/guardian(s) is unsuccessful through the automated call and a subsequent follow up call, emergency contacts will be called in the order that they appear in the student information system.
- 2.3 There shall be a reliable voice-messaging system in place at the school 24 hours per day, including weekends, for parents/guardians to communicate planned student absences or lateness to school.

A summary list of students who are absent is reconciled against the daily attendance record which contains the names of all students known to be absent as a result of previous information provided by the parent(s)/guardian(s).

- 2.5 The attendance procedure would occur after the start of school in the morning and after the designated lunch/nutrition break, as appropriate to the school's schedule.
- 2.6 The following records shall be maintained at the school:
 - 2.6.1 incoming calls from parents/guardians who report absences or lateness;
 - 2.6.2 outgoing calls to notify emergency contacts about unexplained student absences; and,
 - 2.6.3 actions taken by school staff in accordance with the provisions of the safe-arrival program.

- 2.7 The telephone numbers of all listed emergency contacts shall be tried before a voice mail message is left. Such message shall then be left on every listed contact number equipped with a voice-messaging system.
- 2.8 The steps to be taken when a direct follow up contact cannot reasonably be made shall be specified, and must include immediate notification of the situation to the school principal who would then determine appropriate action.
- 2..9 Modifications to the program shall be required when students are likely to arrive late, or not at all, due to inclement weather or bus cancellations. Such modifications shall be described in any communication about the program.
- 2.10 Information relating to particulars of the program and subject to the *Municipal Freedom of Information and Protection of Privacy Act* (e.g. consent forms, names and telephone numbers, and records shall be maintained in a secure location at the school.
- 2.11 The availability and features of the program shall be communicated to the school community at the beginning of each school year. Regular reminders will be included in school newsletters during the year.
- 2.12 There shall be a review of the effectiveness of the program by the school in consultation with the school council toward the end of each school year, in order that any modifications may be incorporated into the following year's safe-arrival program.

3. Program Delivery

- 3.1 The program will be delivered entirely by the school's administrative/secretarial staff.
- 3.2 The start-up costs (e.g. voice-messaging system, dedicated telephone line) and on-going costs (e.g. call answer service, long distance charges, refrigerator magnets) associated with a safe-arrival program may be charged to the school's basic budget or to other available sources of funds.

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