POLICY:	SAFE-ARRIVAL AT SCHOOL (ELEMENTARY)			#	1010
SECTION:	1000 : Safety			Page 1	of 3
APPROVAL/REVISION DATE:	May 5, 2025	EFFECTIVE DATE:	May 6, 2025	REVIEW DATE:	May 6, 2030
CROSS REFERENCE:	Student Absence Report, Log of Daily Absences Ontario Regulation 137/15 PPM 123				

A: POLICY

1. 1.1 The Thunder Bay Catholic District School Board, consistent with the vision of our Catholic schools as safe and welcoming, and in compliance with Ministry of Education and Training policy, recognizes the importance of providing a safe-arrival program to confirm the safety of students in the case of an unexplained absence. The safe-arrival program should complement daily school attendance-taking procedures.

   1.2 As part of its safe-arrival at school program, this policy was developed with the involvement of school councils, band councils, parents, volunteers, and other community members.

   1.3 The safe-arrival at school program should reflect the local needs and particular circumstances of the school and the community.

B: GUIDELINES

2. General

   2.1 Parents, guardians and caregivers shall notify their child's school about any planned absence or lateness before the beginning of the school day.

   2.2 The list of students who have been reported absent by parents/guardians/caregivers should be reconciled against the daily attendance record.

   2.3 When regular attendance-taking shows that a student is absent, and his or her parents have not notified the school, the parents will then be contacted to verify the absence.

   2.4 Where necessary, parents and volunteers could be involved in delivering safe-arrival programs in accordance with the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*. This will reduce demands on the time of school administrative staff.

3. Responsibilities of the Home

   3.1 If the child is unable to attend school on any day, whether due to illness or for any other parent approved reason, the parent/guardian/caregiver will contact the school before the beginning of classes in the morning and the afternoon to verify the reason for the child's absence.

   3.2 It is the responsibility of each parent/guardian/caregiver to provide information on how and where they may be contacted by the school during the school day, should the need to do so arise. The parent/guardian/caregiver is also obligated to provide emergency contact

information for occasions when the primary contact is not available. If this information changes, it is the responsibility of the parent/guardian/caregiver to update this information.

4. Responsibilities of the School

4.1 It is the responsibility of the principal, at the beginning of each school year, to obtain information on how and where parents/guardians/caregivers may be contacted by the school during the school day, should the need arise.

4.2 It is the responsibility of the principal to implement procedures for recording attendance of pupils each morning and afternoon of each school day.

4.3 In the Senior Elementary Schools, absences will be recorded for each period by the classroom teacher and reported to the school office for appropriate action.

4.4 The school will keep a log of the parent's/guardian's/caregiver's notification of the child's absence and of actions taken by the school staff in accordance with the provisions of the safe-arrival program.

4.5 In the case of the unavailability of a telephone in the home or where English is not spoken in the home, the principal, in cooperation with the parent/guardian/caregiver, will arrange an alternate method of communication.

4.6 When an absence is recorded which has not been previously communicated to the school by the parent/guardian/caregiver, the school shall contact the parent and advise of the child's absence. This procedure will be carried out as early as possible each morning and afternoon.

4.7 In situations where contact cannot be made with parents or persons delegated as contact persons in the absence of the parent, the principal will begin an internal investigation, may consult with Board attendance counsellor to contact or make a home visit, or may take further action, including calling the police. If the police become involved, the Principal will advise the appropriate Superintendent of Education.

4.8 Information about the scope and features of the school's safe-arrival program, and about the roles and responsibilities of all interested parties, should be communicated clearly and effectively by the principal to school staff, parents, guardians, caregivers, pupils, school councils, and all volunteers and others in the community who have an interest in the matter.

5. Responsibilities of the Board

5.1 Individuals involved in delivering the safe-arrival programs should receive appropriate training and supervision.

5.2 Safe-arrival programs should be reviewed periodically to confirm their effectiveness.

5.3 Information about the scope and features of the school's safe-arrival program, and about the roles and responsibilities of all interested parties, should be communicated to the general public.

5.4 Each board operated licensed Before and After Care school program where it oversees the provision of child care will have a policy respecting the safe arrival and dismissal of registered children.

6. Responsibilities of the Police

6.1 Upon notification by the school, police (Thunder Bay Police or Ontario Provincial Police) shall initiate a missing person's investigation as per their respective missing person's policy and procedures.