



**Policy No. 2.1.2**

**Section: School Related Operations**

**Related References:**

**Appendices:**

**Approved: August 5, 1999**

**Revised: June 21, 2011**

**February 14, 2017**

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**TITLE: SAFE ARRIVAL**

**1.0 Rationale:**

The safety of students is the first priority for parents, trustees, school staff and community members. It is the joint responsibility of parents, trustees, school staff and community members. In keeping with joint responsibility it is necessary to account for any student's unexplained failure to arrive at school, therefore parents, guardians and caregivers should be contacted (by such methods as phone, email, text) to make sure they are aware of their child's absence.

**2.0 Definitions:**

1. The principal of each elementary school in consultation with the Regional Superintendent of Schools will be responsible for planning and implementing a safe arrival program. Information about the program should be communicated clearly by the principal to school staff, parents, guardians, caregivers, pupils, school councils and all volunteers.
2. The safe arrival program should reflect the local needs and particular circumstances of the school.
3. The safe arrival program should be developed and revised from time to time through consultation with parents and school council members.

**3.0 Policy:**

1. Attendance will be taken by each secondary classroom teacher upon entry to class. Attendance will be taken by elementary teachers upon entry to class in both the morning and afternoon.
2. The names of those absent will be entered online or sent to the office within ten minutes of the start of classes.
3. Parents, guardians and caregivers have the responsibility to telephone or contact by other means (i.e. email, text) their child's school on a timely basis (9:00 a.m.) about any absence or lateness.

4. Parents, guardians and caregivers have the responsibility to provide accessible home telephone numbers, cell phone numbers, with complete and current emergency information to the school. The parent/guardian is responsible for updating contact information with the school office as changes occur.
5. The list of those students reported absent by their parents will be reconciled against the attendance record as entered online or sent to the office by staff.
6. When regular attendance taking shows that a student is absent and his or her parents have not contacted the school, the parents will then be contacted to report the absence and confirm that the child is safe. A daily record on the times of call home will be maintained.
7. The parents, guardians and caregivers of absent children should be called in order of younger children to older children.
8. Every reasonable effort will be made by the school administration to contact the parent, guardian, or caregiver by calling all home, work or emergency telephone numbers (or by texting or emailing).
9. Once school administration has verified the student's location and recorded the reason for absence in Maplewood, the secretary will notify the teacher of the reason for the absence.