

PROCEDURE 302	
Adopted	October 2008
Last revised	January 27, 2025
Review date	January 2030

SAFE ARRIVAL

1) PURPOSE

Hastings and Prince Edward District School Board (HPEDSB) is committed to ensuring the safety and well-being of students and employees. This administrative procedure has been developed to promote the safety of students and to establish a safe arrival program for all schools with elementary students. Secondary schools are encouraged to implement a similar safe arrival program.

2) SAFE ARRIVAL PROGRAMS

- a) Parents and guardians are responsible for notifying the school as soon as possible if their child will be absent. Parents and guardians are also responsible for providing schools with complete and current emergency information. The safe arrival program is the school's mechanism used to monitor and communicate student arrivals at school.
- b) All schools with elementary students shall have a safe arrival program that makes **every reasonable effort** to make timely contact with parents, guardians or caregivers when a student does not arrive at school as expected, depart the school as expected, or when there is a known significant delay due to a bus incident/accident.
- c) Safe arrival programs will be designed to be flexible, while achieving overall effectiveness, efficiency, and economy. Schools are encouraged to use the "*School Messenger SafeArrival*" application where parents and guardians can report absences in advance or respond quickly to notifications sent by school office staff.
- d) The documentation of key information related to the safe arrival program will take place in conjunction with the daily school attendance-taking procedures.

3) RESPONSIBILITIES

Parent/Guardian

- a) Provide current and suitable contact information (telephone, email, emergency contact) in order of priority and update promptly if any changes using Form 302-1 Safe Arrival Student Information and submit completed form to the school's main office. The information will be updated in the Student Information System.
- b) Notify school as soon as possible if your child will be absent from school. This can be done in advance using the *School Messenger SafeArrival* application.
- c) Promote habits and routines that support regular school attendance.

Principal

- a) The principal will ensure that a safe arrival program will be developed and implemented by each school with elementary students to reflect local needs, with advice where practical, from School Council, parents/guardians, volunteers, and/or other community groups. Secondary schools are encouraged to implement a similar program.
- b) Principals and school teams will make parents/guardians aware of the importance of regular attendance and the safe arrival absence reporting program through school newsletters, social media, and print materials.
- c) Principals will ensure that staff involved in the safe arrival process have received adequate training, access to relevant information and ability to document contact information in the Student Information System (this includes supply teaching and administrative staff). Regular attendance-taking at the beginning of each instructional block will be cross-checked with the School Messenger SafeArrival notifications as well as logged messages referring to reasons for student absence and/or lateness.
- d) Principals will ensure that unexplained student absences shall be followed up by contacting the parent/guardian or emergency contact number(s). Every attempt will be made to make such contact before the instructional block has ended. The safe arrival process should be reviewed periodically to confirm it's effectiveness.
- e) Principals will ensure that a process is in place when unable to reach a parent or guardian. These steps may include phone calls to home, work, the emergency contact, consultation with student success team members and/or attendance counsellor, letter of concern, letter to update contact information (Form 302-1) or in some cases a home visit or contact with police/social service agency.

Teacher

- a) Accurately record daily attendance and ensure any communication from home regarding absences is communicated to office staff in a timely manner.
- b) Remind students and parents/guardians regularly of the importance of regular school attendance.
- c) Communicate concerns about student attendance with parents and guardians.
- d) Notify principal or student success team of any unusual or chronic attendance patterns.

Office Staff or designate

- a) Ensure that all classroom attendance records are completed as soon as possible after the school day begins and after lunch (each period in secondary schools).
- b) Collect any voice, text, and SafeArrival messages and transfer to the Student Information System. Compile list of unexcused students for follow-up. Follow-up will include sending SafeArrival notifications, phone calls and texts to parents/guardians and documented attempts and reasons for absences in the Student Information System.

- c) In cases where a message must be left, encourage parents/guardians to return the call so that “live” contact can be made. Remind parents/guardians of the importance of updated contact information, notifying the school of absences in a timely manner and the convenience of using the “*SafeArrival School Messenger*” application. In the case where a parent/guardian can not be reached, Appendix A Safe Arrival Tracking may be completed and provided to the principal for follow-up, and stored in the Ontario Student Record (OSR).

4) **DOCUMENTATION OF INFORMATION**

A reliable system of documenting key information will be developed and maintained. Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, key information includes:

- a) a log of actions taken by school staff in accordance with the provisions of the safe arrival program.
- b) parental consent for school staff to make these contacts, in accordance with the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.

5) **UNUSUAL CONDITIONS**

The safe arrival program will take into account both normal, recurring circumstances, and unusual events and conditions. For example, normal procedures could be modified on days when students are likely to arrive late because of inclement weather or bus cancellations.

Legal references

- *Education Act, section 265 Duties of Principal: Care of Pupils*
- *Ministry of Education and Training Policy/Program Memorandum No. 123 Safe Arrival*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- *Ontario Regulation 612/00—School Councils*

District references

- Administrative Procedure 303 - Use of Synrevoice Automated Call-out Systems
- Administrative Procedure 498 - Volunteers in Schools

Appendix A

Non-Excused/Non-Arrival Form (on school letterhead)

In the case of a student who is absent and the school is unable to reach a parent or guardian, please complete this form and submit to the principal.

Date: _____ Time: _____

Student Name: _____

- I have checked phone messages/SafeArrival report
- I have checked with (teacher) _____ and student is not in class/or on a class trip.
- Parent/guardian **normally makes contact** with the school.
- Parent/guardian **typically does not make contact** with the school.

I have attempted to contact the following:

	Outcome
<input type="radio"/> Safe Arrival Application	
<input type="radio"/> Home Number	
<input type="radio"/> Parent/guardian Work Number	
<input type="radio"/> Emergency Contact Number	
<input type="radio"/> Other attempt(s)	

Office Staff or Designate Signature: _____ Time: _____

Principal follow-up

c.c. Ontario Student Record