



# SAFE ARRIVAL PROGRAM

Responsibility: *Superintendent of Learning Services*

Legal References:

Related References: *Ministry of Education Policy/Program Memorandum No. 123;  
IS-09-L – Standard Release Form.*

## 1. Preamble

- 1.1 The procedures that follow provide guidelines and expectations regarding the safe arrival program.
- 1.2 It is the expectation of the Board that schools adhere to the following guidelines in developing and implementing their safe arrival program as directed by Ministry of Education Policy/Program Memorandum No. 123.

## 2. Procedures

- 2.1 Establish a clear rationale for the program and how it will operate in your school, by consulting with your school council and community at large.
- 2.2 Clearly define the roles and responsibilities of parents, pupils, the school, school council, volunteers and others as part of your attendance check and safe arrival program.
- 2.3 In early fall, and as new students enroll, the principal shall inform parents, in writing, about safe arrival procedures. This information must be sent home in the September Home package. This information should include:
  - 2.3.1 A brief explanation of your attendance procedures and your safe arrival program;
  - 2.3.2 It should be indicated to parent(s)/legal guardian(s) and emergency contacts that school staff and/or volunteers will access information from the student data verification form to implement this program;
- 2.4 Parental consent is required for school staff and/or volunteers to make these contacts, in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act. Parent consent is obtained through the signed Standard Release Form (IS-09-L).
- 2.5 Establish procedures to follow if contact with the parent/legal guardian or the emergency contact cannot be made. (You may need to inform the police as part of these procedures.)
- 2.6 Training should be provided for persons who are phoning parent(s)/legal guardian(s) or the emergency contact. The training should include the following:
  - 2.6.1 Telephone manners;
  - 2.6.2 Procedures to deal with non-English speaking households;
  - 2.6.3 Procedures to deal with situations where contact with a parent/legal guardian or emergency contact cannot be made;
  - 2.6.4 Awareness of the confidential nature of the personal information they are dealing with.
- 2.7 Communicate your school's policies and procedures re-attendance check and safe arrival program with your school council and community at large.
- 2.8 Plans must be in place to ensure the consistent delivery of your safe arrival program.

### **3 Attendance Reporting**

- 3.1 Attendance Folders should be used to track student attendance.
- 3.2 Best practice regarding the use of attendance folders can be referenced at: <http://eguide.wrdsb.ca/attendance-reporting/?guide=elementary#>

### **4 Attendance Telephone Messages**

- 4.1 Telephone messages left for student absences should be recorded daily onto a tracking sheet or directly into Trillium.
- 4.2 Students who are late or who sign/out through the day should be recorded on a Sign In/Out Board and keyed into Trillium.

### **5 Scanning Attendance Scan (Bubble) Sheets**

- 5.1 Attendance scan sheets should be scanned twice daily: first following the start of the school day, and again after the first or second nutrition break, depending on your school's official mid-day time.
  - 5.1.1 This ensures the completion of accurate & up-to-date information in core Trillium.
  - 5.1.2 Instructions for scanning bubble sheets can be found in the Trillium TRE140 Attendance notes. These notes can be referenced at: <http://eguide.wrdsb.ca/wp-content/uploads/TRE140-Attendance.pdf>
  - 5.1.3 Trillium attendance scan sheets can be ordered through the Purchasing Website.
- 5.2 Once the attendance scan sheets have been scanned, and lates and sign in/out have been updated in Trillium, staff should generate the Daily Absences List or Administration List from the Report Launcher in Trillium.

### **6 Placing Calls for Unexplained Absences**

- 6.1 When all incoming messages are reconciled with the absences on the Daily Absences List or Administration List, the unexplained absences remain.
- 6.2 Schools are asked to use the information provided in the Trillium report to contact parents/guardians/emergency contacts in the case of an unexplained absence.