



SAFE ARRIVAL PROGRAM

Responsibility: *Superintendent of Achievement & Well-Being*

Legal References:

Related References: *Ministry of Education Policy/Program Memorandum No. 123*

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, 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 will access information from the student data verification form to implement this program;
- 2.4 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.)
- 2.5 Training should be provided for staff who are phoning parent(s)/legal guardian(s) or the emergency contact. The training should include the following:
 - 2.5.1 Telephone manners;
 - 2.5.2 Procedures to deal with non-English speaking households;
 - 2.5.3 Procedures to deal with situations where contact with a parent/legal guardian or emergency contact cannot be made;
 - 2.5.4 Awareness of the confidential nature of the personal information they are communicating.
- 2.6 Communicate your school's policies and procedures re-attendance check and Safe Arrival program with your school council and community at large.
- 2.7 Plans must be in place to ensure the consistent delivery of your Safe Arrival program.

3. Attendance Reporting

3.1 In elementary schools:

- 3.1.1 Attendance is to be taken twice daily; first following the start of the school day and again after the first or second nutrition break, depending on the school's official mid-day time;
- 3.1.2 Teachers now record their own class attendance via the Trillium web attendance module;
- 3.1.3 Schools should create labelled attendance folders for use by Occasional Teaching staff as they do not have access to the Trillium web attendance module. These folders should contain a class list with space for recording attendance, along with an optional Attendance Recording Sheet.

3.2 In secondary schools:

- 3.2.1 Attendance is to be taken for every period;
- 3.2.2 Teachers now record their own class attendance via the Trillium web attendance module;
- 3.2.3 Schools should create labelled attendance folders for use by Occasional Teaching staff as they do not have access to the Trillium web attendance module. These folders should contain a class list with space for recording attendance, along with an optional Attendance Recording Sheet.

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. Web Attendance

- 5.1 Teachers record their own class attendance via the Trillium Web Attendance Module;
- 5.2 Office staff required to record individual attendance before or after the time frame teachers are recording web attendance;
- 5.3 Office staff generate the "Attendance Not Recorded" report to ensure all attendance has been entered by teachers;
- 5.4 Office 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. These phone calls are completed after attendance (elementary) and after school (secondary).