



Board Policy #665.0

Safe Arrivals – Elementary Students

Document Integration Project Format

Policy Statement

The York Region District School Board believes in promoting and providing safety and security of all students. “Safe Arrival” programs enhance the safety of elementary students by working directly with parents to communicate planned student lateness and absence in a timely manner on a daily basis.

Legislative Context

Education Act

Responsibility

Principals are responsible for:

- informing parents that they are responsible for reporting all absences and lateness to the school in a timely manner;
- informing parents that they are responsible for reporting planned student absences or lateness to the school in a timely manner;
- informing parents that schools remain open and students are expected to attend even though buses may be cancelled;
- informing parents that the ultimate decision to send their children to school rests with their best judgment in a situation when buses are cancelled but schools remain open;
- establishing a safe arrival program in accordance with the Ministry of Education’s directive that all elementary schools provide safe-arrival monitoring programs;
- ensuring that the school’s program will be delivered in a manner that complements other school and community safety programs and initiatives;
- developing, implementing, and monitoring a safe arrival program through consultation with the staff and the school council;
- identifying, documenting, and communicating the roles and responsibilities of the parents, students, staff, school council, volunteers and others who may have an interest in the safe arrival program;
- establishing and maintaining a reliable documenting system, subject to the *Municipal Freedom of Information and Privacy Act*;
- reconciling planned student absences or lateness with information obtained through classroom attendance-taking procedures to identify any unexplained absences that will require prompt follow-up;
- informing parents that they are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts;
- establishing procedures for maintaining a log of actions taken by school staff in accordance with the provisions of the safe arrival program and established Board policies and procedures;
- contacting York Regional Police immediately if an elementary-aged child has not reported to school without notice and all contact and emergency numbers have been tried and the child is still deemed to be missing without cause; and
- reviewing annually the safe arrival program with the staff and school council.

Definitions

Safe Arrival Program

A safe arrival program reconciles planned student lateness or absence with classroom attendance-taking procedures to identify any unexplained student absence of a child in an elementary school.

Department

Education and Community Services

Policy History

Approved 1996

Revised 2002

Revised January 2005 (Working Document)

Revised 2007

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #665.0

Safe Arrivals – Elementary Students

Document Integration Project Format

This procedure outlines the process for developing, maintaining and monitoring a safe arrival program that enhances the safety and security of elementary school students by working directly with parents to communicate planned student lateness and absence in a timely manner on a daily basis.

Responsibilities

Principals shall:

- establish a safe arrival program in conjunction with other school and community safety programs and initiatives;
- establish and maintain a reliable documenting system, subject to the *Municipal Freedom of Information and Privacy Act* by the end of the first week in September;
- reconcile on a daily basis - immediately upon arrival of students in the morning and directly after the lunch hour, planned student absences or lateness with information obtained through classroom attendance to identify any unexplained absences that will require prompt follow-up reports;
- make any necessary follow-up contacts to emergency numbers provided by parents if there are any unexplained absences;
- maintain a log of actions taken by school staff in accordance with the provisions of the safe arrival program;
- contact Student Transportation Services if a bused child does not arrive at school;
- contact York Regional Police immediately if a student has not reported to school without notice and all contact and emergency numbers have been tried and the child is still deemed to be missing without cause; and
- review the safe arrival program with staff and the school council at the beginning of each school year.

Teachers shall:

- take classroom attendance twice daily – immediately upon arrival of students in the morning and directly after the lunch hour;
- forward classroom attendance to the office immediately after completion; and
- notify the office if/when a parent has notified them of a planned lateness or absence of a student in their classroom.

Parents shall:

- inform the school of any and all absences or lateness of their elementary aged child;
- inform the school prior to a planned lateness or absence of their elementary-aged child; and
- provide the school with complete and current emergency information during the first week of September and throughout the school year, should information change, to enable the school to make any necessary follow-ups; and
- make the ultimate decision to send their children to school using their best judgement in a situation when buses are cancelled but schools remain open.

Procedure History

Approved 2007

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.