



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Educational Services

- **Student Welfare**

Regulation Code: ES-1.1.10

Regulation: SAFE, CARING AND RESTORATIVE SCHOOLS: SAFE ARRIVAL PROGRAM

Policy Code Reference: ES-1.1 Page 1

This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-1.1, Safe, Caring and Restorative Schools, and directives from the Ministry of Education.

A Safe Arrival Program shall be responsive to student safety within the home and school community through the combined efforts of the parent(s)/guardian(s) and school staff.

1. Roles and Responsibilities for Safe Arrival Programs

1.1 Role/Responsibility of the Elementary School Principal

Principals shall:

- 1.1.1 ensure all parent(s)/ guardian (s), are provided with the necessary information to report all student absences through the Automated Student Absence Reporting System.
- 1.1.2 establish strategies for communicating the Automated Student Absence Reporting System including respective roles and responsibilities with all school community members (e.g. parent(s)/guardian(s), staff, caregivers, students, volunteers);
- 1.1.3 provide appropriate training and supervision for those involved in the delivery of the Automated Student Absence Reporting System;
- 1.1.4 review the Automated Student Absence Reporting System on a regular basis to confirm effectiveness within the school community.

1.2 Role/Responsibility of the Secondary School Principal

Secondary school principals shall ensure all parent(s)/ guardian (s), are provided with the necessary information to report all student absences through the Automated Student Absence Reporting System.

1.3 Role/Responsibility of Parent(s)/Guardian(s)

Parent(s)/guardian(s) are:

- 1.3.1 responsible for their children's safety;

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1.3.2 responsible for communicating planned student absences or lateness to school staff on a timely basis; and

1.3.3 responsible for providing school staff with complete and current emergency information to enable school staff to make any necessary follow-up contacts.

2. Features of the Safe Arrival Program

The Safe Arrival Program shall provide for the following:

- 2.1 procedures for daily attendance reporting;
- 2.2 development of a reliable method of documenting critical information in compliance with the Municipal Freedom of Information and Protection of Privacy Act such as
 - 2.2.1 a log of parent/guardian calls reporting absences;
 - 2.2.2 names and current telephone numbers of parent(s)/guardian(s) and emergency contacts, including caregivers;
 - 2.2.3 parental consent for school staff to make contacts; and
 - 2.2.4 log of actions taken by staff supporting the Safe Arrival Program, including information to the superintendent of student achievement in emergency situations.
- 2.3 expectations and training for staff with the Safe Arrival Program (e.g. confidentiality, all features of Safe Arrival Program);
- 2.4 appropriate modifications to the Safe Arrival Program for unusual events and conditions (e.g. bus cancellations due to inclement weather); and
- 2.5 alternative strategies for communicating with parent(s)/guardian(s) whose language and/or needs may vary (e.g. language at student's home may be other than the language of instruction, parent/guardian is deaf, parent(s)/guardian(s) who do not have telephone service, etc.).