## SAFE ARRIVAL PROGRAMS

Statement of Policy

It is the policy of the Peel District School Board that elementary schools be encouraged to establish safe arrival programs consistent with available resources. The design and implementation of each program shall reflect the school's resource base and take into account the school's unique circumstances.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy (Policy 51) and the Equity and Inclusive Education policy (Policy 54). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Administrative Regulations

The aim of a safe arrival program is to account for any student's unexplained failure to arrive at school. Each school safe arrival program is to be developed and implemented by the school with advice from the school council, parents, volunteers and other community members.

It is expected that safe arrival programs will be the joint responsibility of parents, school staff and community members.

Local school discretion should be exercised in the design and implementation of each program in order to take into account the unique circumstances of every school. Examples of unique circumstances could include the number of staff and parent volunteers available to implement the policy, the total student enrolment, the age of the students, student transiency rates, percentage of parents who are not English speaking, employer resistance to receiving school calls, surrounding geographic conditions, modes of school transportation used by students and the communication methods available in the school area, such as the use of School Messenger Communicate.

Each principal will clearly communicate on a regular basis the scope and features of his/her school's safe arrival program and the roles and responsibilities of all parties.

A safe arrival program, as per PPM 123, Safe Arrivals, would have the following characteristics:

- a summary list of students who are absent would be reconciled against the daily attendance record which contains the names of all students known to be absent as a result of previous information from a parent, guardian or caregiver;

- the above procedure would occur after the start of school in the morning and after lunch or nutrition breaks, as appropriate to the school's schedule;

- parents or guardians of all students whose absence is unexplained would be contacted as soon as possible to verify the absence.

## **In addition, a school's Safe Arrival program would:**

- complement other school and community safety programs and initiatives;

- clearly identify and document the roles and responsibilities of parents, students, the school, school council and volunteers;

- take into account that a language other than English may be used in the absent student's home;

- specify the steps to be taken when a follow-up contact cannot reasonably be made e.g. emergency contact numbers, police;

- involve appropriate training and supervision of the individuals who deliver the program;

- be reviewed periodically to confirm its effectiveness;

- clearly specify the expectations of parents to communicate planned student absences or lateness to the school on a timely basis and the method to be used;

- develop and maintain a reliable system of documenting key information including parental consent forms in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act.

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