



Procedure Section: **School Administration**

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Procedure Name: **Safe Arrival**

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PROCEDURE

Safe Arrival

Procedure

It is the procedure of the Keewatin-Patricia District School Board (KPDSB) that, in partnership with parents/guardians, all elementary students are accounted for at school arrival times.

Rationale

This Procedure recognizes the need for communication between home and school to ensure the safe arrival of all students at school

Guidelines

1. In each school, the Principal, in consultation with School Council and staff, will develop workable procedures to ensure that all students are accounted for. Safe arrival procedures are not limited to but will reflect the following:
 - There is an expectation that parents will inform schools of a student's absence in advance;
 - Indicate the method(s) parents/guardians should use to advise schools of student absence;
 - There is an expectation that teachers will inform the office promptly when a student is absent;
 - Where a student is not accounted for, the school will make every effort to contact parents/guardians or emergency numbers; and
 - Where all reasonable attempts to verify the student's absence have left the student unaccounted for, the Principal will make a determination regarding the next steps to be taken considering factors such as the student's age, attendance patterns, and involvement in community events.
2. The Principal will ensure each school has a directory with contact phone numbers for parents/guardians for each student at the school and that a new directory is established in September of each school year. Parents/guardians have a responsibility to ensure that up-to-date data for home, work, and emergency telephone numbers are available in the school office.
3. Volunteers may be used for verification of safe arrival. When this occurs, volunteers will be required to sign an Oath of Confidentiality and should only have access to the information required to complete the verification process.