

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**Safe Arrival Program**

**SECTION/CODE:**

**School Operations D – 34**

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**APPROVAL DATE:**

**December 2, 2019**

**SUPERSEDES:**

**March 5, 2018**

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**STATEMENT**

It is the Board's belief that a Safe Arrival Program enhances student safety and builds a greater spirit of co-operation among school, parents and community. The safety and welfare of all our students is a priority and ensuring all are accounted for from the beginning of the day to the end of the day is the mandate of the Safe Arrival Program.

**1. ADMINISTRATIVE REGULATIONS**

The Principal/Designate shall be responsible for the implementation and supervision of the program.

**2. ROLES AND RESPONSIBILITIES**

Parents/Guardians, students, school staff, and school council play distinct roles in the implementation of a Safe Arrival Program. It is recognized that pupil safety is a shared responsibility involving the home, the school and other community agencies to ensure the most effective, and efficient safe arrival program.

**2.1 Parent/Guardian** is responsible to:

- a) report the child's absence in advance by calling the school; sending a note with the child the day before the absence when it is known ahead of time; or sending a note with siblings;
- b) contact the school by 8:45 a.m. and/or throughout the day in the case of unexpected illness;
- c) provide the school office with the following telephone numbers and ensure that they are updated promptly if they change: a home number, cell number (if applicable), work number (if applicable) and an emergency contact number;
- d) advise an individual that he/she is being designated as an emergency contact;
- e) ensure their children's safety until they arrive at school/are picked up by the school bus and once they have left school/are dropped off from the school bus;
- f) reinforce with their children that it is a family responsibility (not the school's responsibility) for the children to report on time to school or to the school bus stop;
- g) determine whether it is safe for their children to walk or to be driven to school in inclement weather;
- h) assist the student in arriving promptly.

Determining factors that may be considered to make this decision could include but are not limited to: visibility, wind chill, sidewalk conditions, road ways, and if walking, the distance from the home to the school.

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Note: In the event of inclement weather, contact the school if your child does not travel to school on one of the school board cancelled buses, and will not be attending school.

In case of delayed bussing, the verification of absences will be conducted after the last bus arrives at school for those students who are transported by bus.

2.2 **Principal/Designate** is responsible to:

- a) develop, implement and review annually a safe-arrival program with consultation from school council and staff;
- b) ensure the Safe Arrival Program is posted on the school and board websites for students, parents, and staff;
- c) oversee the Safe Arrival Program;
- d) ensure unsuccessful contacts are followed up when a child's safety cannot reasonably be confirmed through contact with Parent or Emergency Contact;
- e) review the situation regarding an unexplained absence and, in consultation with staff and using professional judgement, determine if contacting the local police department is required;
- f) provide training and supervision for individuals involved in delivering the safe-arrival program;
- g) report to the Children's Aid Society (CAS) any child under the age of 10 who is absent from school without reasonable supervision and care
- h) report to CAS at their discretion for children over 10 years of age, who are absent from school without reasonable supervision and care (Child and Family Services Act, Section 79).

2.3 **Teacher** is responsible to:

- a) accurately record daily attendance;
- b) report attendance to the office following opening exercises and the commencement of afternoon instructional time or as soon as is reasonably possible;
- c) alert the Principal/Designate to any unusual and/or suspicious absence.

2.4 **Pupil** is responsible to:

- a) arrive promptly;
- b) follow school procedures with respect to attendance and in particular reporting promptly to the designated location on arriving late or departing early.

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2.5 **School Council** is responsible to:

- a) provide advice on logistical issues related to the Safe Arrival Program;
- b) assist in communicating the Safe Arrival Program to the Parents/Guardians and broader community.

2.6 **School Office Professional or Designate** is responsible to:

- a) retrieve all messages from the reporting system, or as provided by staff from other means (e.g. email, notes, etc.) and note reports of absences
- b) attempt to make phone contact with a Parent/Guardian/Authorized Contact concerning the non-arrival of a pupil;
- c) log all attempted contact with Parent/Guardian/Authorized Contact
- d) notify the Principal or Designate when all reasonable attempts to contact the Parent/Guardian/Emergency Contact have been made. The caller's responsibilities under the Safe Arrival Program will have been fulfilled.