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## SAFE ARRIVAL

### Procedures

- 1.0 Attendance will be taken by each secondary classroom teacher upon entry to class. Attendance will be taken by elementary teachers upon entry to class in both the morning and afternoon.
- 2.0 The names of those absent will be entered online or sent to the office within ten minutes of the start of classes.
- 3.0 Parents, guardians and caregivers have the responsibility to telephone or contact by other means (i.e. email, text) their child's school on a timely basis (9:00 a.m.) about any absence or lateness.
- 4.0 Parents, guardians and caregivers have the responsibility to provide accessible home telephone numbers, cell phone numbers, with complete and current emergency information to the school. The parent/guardian is responsible for updating contact information with the school office as changes occur.
- 5.0 The list of those students reported absent by their parents will be reconciled against the attendance record as entered online or sent to the office by staff.
- 6.0 When regular attendance taking shows that a student is absent and their parents, guardians, and caregivers have not contacted the school, the parents, guardians, and caregivers will then be contacted to report the absence and confirm that the child is safe. A daily record on the times of call home will be maintained.
- 7.0 The parents, guardians and caregivers of absent children should be called in order of younger children to older children.
- 8.0 Every reasonable effort will be made by the school administration to contact the parent, guardian, or caregiver by calling all home, work or emergency telephone numbers.
- 9.0 Once the school secretary has verified the student's location, they will record the reason for the student's absence in the Student Information System.
- 10.0 On inclement weather (i.e., bus cancellation) days, the following procedure will be followed:
  - a) Safe arrival phone calls will be made for all Kindergarten to Grade 3 students and all students in a high support program, regardless of age or grade.
  - b) Safe arrival phone calls will be made for Grade 4 to 12 students who do not have Appendix A: Consent to Not Call Home on Inclement Weather Days.

### Appendices

#### Appendix A: Consent to Not Call Home on Inclement Weather Days



District School Board  
Ontario North East

Appendix A

**Consent to Not Call Home on Inclement Weather Days  
TO BE COMPLETED FOR GRADE 4 TO 8 STUDENTS ONLY**

As a part of DSB1's Safe Arrival Policy and Procedures, the following procedure will be followed on inclement weather (i.e., bus cancellation days):

- Safe arrival phone calls will be made for all Kindergarten to Grade 3 students and all students in a high support program, regardless of age or grade.
- Safe arrival phone calls will be made for Grade 4 to 8 students who have not submitted this form (Appendix A) or have indicated that they would like to receive a safe arrival call.

Families with Grade 4 to 8 students are asked to complete and submit this form for each Grade 4 to 8 student each school year.

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**Student Name :** \_\_\_\_\_  
(please print)

Please add my child's name to the "No Call List on Inclement Weather Days"

Please continue to call home on Inclement Weather Days for the above student.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_