



**MOOSONEE DISTRICT  
SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE STUDENTS: NO. 306</b>	
Effective	February 23, 2016
Last Revised	August 20, 2023
Last Reviewed	August 20, 2023

**SAFE ARRIVALS**

**PURPOSE**

This administrative procedure has been developed to promote the safety of students in Moosonee Public School by establishing a safe arrival program. This procedure supports the directive in the Ontario Ministry of Education Policy/Program Memorandum No. 123 – Safe Arrivals.

**PROCEDURES**

**1. The Safe Arrival Program**

- 1.1. Moosonee Public School shall make every reasonable effort to make timely contact with parents or guardians when a student does not arrive at school as expected.
- 1.2. Parents and guardians are responsible for providing the school with notice of planned student absence or lateness, and with complete and current emergency information. This information from the home is essential for the effective operation of the safe arrival program, which is implemented in the case of a student’s unexplained failure to arrive at school.
- 1.3. The documentation of key information related to the safe arrival program will take place in conjunction with daily school attendance-taking procedures.

**2. Parent and Community Support**

- 2.1. Moosonee Public School will seek input on safe arrival program measures to ensure procedures in place reflect local needs. Advice, where practical, will be welcomed from the School Council, parents, volunteers, and other community groups.
- 2.2. The school expects parents and guardians to provide the school with complete and current emergency information to enable the school to make any necessary follow- up contacts.
- 2.3. The principal will make parents and guardians aware of the safe arrival procedures in place through school website and school email correspondence.

**3. Safe Arrival Procedures**

- 3.1. The school will utilize school email, phones/voice messages as a means for parents and guardians to communicate planned student absence or lateness on a timely basis. The ability to leave email or voice messages outside regular school office hours is particularly helpful.
- 3.2. Regular attendance-taking at the beginning of both the morning and afternoon sessions shall be cross-checked with messages referring to reasons for student absence and/or lateness.

- 3.3. Unexplained student absence shall be followed up by contact to the parent/guardian or emergency contact number(s). Every attempt will be made to make such contact before the morning or afternoon session has ended.
- 3.4. A reliable system of documenting key information will be developed and maintained. Key information includes:
- a) a log of calls from parents or others who report absences or lateness;
  - b) names and current telephone numbers, in order of priority, of parents, guardians, caregivers, or other individuals to be notified in case of an unexplained student absence;
  - c) parental consent for school staff and/or volunteers to make these contacts, in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act; and
  - d) a log of actions taken by school staff in accordance with the provisions of the safe arrival procedures.
- 3.5. Regular safe arrival procedures can be modified on days when students are likely to arrive late because of inclement weather or bus cancellations.

## REFERENCE DOCUMENTS

### **Legal:**

*Education Act, Section 265 (1) (c) Duties of Principal: Record Attendance*

*Education Act, Section 265 (1) (j) Duties of Principal: Care of Pupils*

Ontario Regulation 298 Operation of Schools, Section 23 Requirements for Pupils Ontario

Regulation 612/00 School Councils

Ontario Ministry of Education. Policy/Program Memorandum No. 123 Safe Arrivals

*Municipal Freedom of Information and Protection of Privacy Act*

### **Board:**

Board Policy GOV-09 Safe Schools: School Code of Conduct

Administrative Procedure 305 Student Attendance