

## SUPERIOR NORTH CATHOLIC district school board

---

### ADMINISTRATIVE REGULATION

#### SAFE ARRIVAL

Parents, guardians and caregivers are expected to:

- 1.0 Communicate planned pupil absences or lateness to the school prior to occurrence.
- 1.1 Communicate all other pupil absences or lateness to the school as soon as possible.
- 1.2 Provide the school with complete and current emergency information to enable the school to make any necessary followup contacts.

People assigned to the safe arrival program will:

- 2.0 Take daily school attendance and submit attendance records to the office as soon as possible and no later than twenty (20) minutes after the beginning of the day and after the lunch hour.
- 2.1 Contact by telephone, parents, guardians, caregivers, or band office of any student who is absent in order to ensure the safety of the student.
- 2.2 Make arrangements to contact the person designated as the emergency contact where the original telephone contact fails.
- 2.3 Communicate this policy and administrative procedure to parents, guardians, caregivers, and band office at the beginning of each school year.

Schools will communicate:

- 3.0 Information about the scope and features of the school's safe arrival program.
- 3.1 Roles and responsibilities of all interested parties in a clear and effective manner.
- 3.2 Develop a reliable communication mechanism for the convenience of parents and caregivers, particularly outside regular school hours.