



Administrative Procedure: Safe Arrival and Safe Dismissal of Students

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1.0 Parent and/or Guardian

- 1.1 It is a primary function of parents and/or guardians to provide for the safety of their children. It is their responsibility to work cooperatively with the school in all situations wherein the safety and well-being of their children is addressed. Thus, from the perspective of ensuring that a Safe Arrival Program is consistent with its intent, it shall be the responsibility of the parent and/or guardian:
 - 1.1.1 Provide the school with primary and/or secondary contact number upon registration of their child and/or upon change(s) of address, phone numbers or other.
 - 1.1.2 Provide the school with the name and telephone number of at least one emergency contact (ie. extended family, friend, neighbour) with whom the school can confer should the parent and/or guardian be unavailable, and ensure emergency contact numbers are updated regularly.
 - 1.1.3 Alert the school to any changes in custody/guardianship/access and provide the school with the necessary current documentation regarding the same.

- 1.1.4 Ensure the prompt and regular attendance of their child at school.
- 1.1.5 Accompany their Kindergarten children to and from school and/or to and from designated transportation departure/arrival areas and remain with their child at such designated areas while boarding/disembarking occurs.
- 1.1.6 Contact the school in an expedient fashion (preferably prior to the commencement of the school day) to explain anticipated/actual absences and/or delays.
- 1.1.7 Continue to contact the school each day of their child's absence (unless a specified return date has been indicated).
- 1.1.8 Alert the school immediately upon awareness that a child has not returned home at the expected time. If unable to contact the school the parent should contact the Board.

2.0 School

- 2.1 It is the responsibility of school staff to promote the safety of students within its jurisdiction. Each school within the Board's jurisdiction will ensure that the following responsibilities are exercised:
 - 2.1.1 That a reliable method of communication be provided with a view to accommodating special needs and circumstances (ie. voice messaging system, telephone device for deaf, email).
 - 2.1.2 That teachers conduct an attendance log immediately upon commencement of class in both the morning and afternoon.
 - 2.1.3 A copy of daily attendance log will be provided to the school administrative assistant on a daily basis. The log should indicate student absences and lates and be reconciled against the list of explained student absences received for that day.
 - 2.1.4 Attempts to contact the parents and/or guardians of those students for whom an explained absence has not been provided, be undertaken by the school administration assistant utilizing telephone numbers provided and that these attempts continue until such time as a satisfactory explanation has been provided. Unexplained absences shall be documented and placed on file in the school office.

- 2.1.5 Attempts, where deemed necessary, be made to communicate with the home in the primary language of the parent and/or guardian.
- 2.1.6 That information regarding the school's Safe Arrival Program be made available to parents and/or guardians.
- 2.1.7 That school staff be in-serviced regarding the school's Safe Arrival Program (attendance).
- 2.1.8 That the school staff alert the parents and/or guardians, transportation department, senior administration and police, as appropriate, when a child is identified as not having arrived home within a reasonable or the expected time.
- 2.1.9 That the Principal and Administrative Assistant remains at the school for at least 20 minutes past the dismissal time for schools that have no bussing, or for 30 minutes after the last drop off time for bussed students. This will ensure that a staff member is available to investigate any incident(s) where a child has not arrived at home at the expected time or when a child is returned to school by a bus. The Principal will remain at the school until all students are picked up by a parent and/or guardian.
- 2.1.10 That an emergency communication system be utilized to contact parents and/or guardians in the event of special circumstances (ie. inclement weather, natural disaster) while measures be taken to ensure adequate supervision/care (ie. alternative home/place to stay in) for students until such responsibility can be transferred to the parent and/or guardian such as [AP-ES 321](#) and [AP-HR 510](#)
- 2.1.11 That the Safe School Program be reviewed annually to ensure a continued compliance with Ministry of Education standards and guidelines and to provide for on-going input from stakeholders in the inclusive school community.

3.0 Students

- 3.1 Students have the responsibility to go directly home or to the location designated by their parent or guardian.
- 3.2 Students not requiring adult accompaniment shall be responsible for ensuring

their prompt and regular attendance at school.

- 3.3 Students shall be responsible for ensuring that alternate arrangements for after school activities are pre-made with the parents and/or guardians prior to the school day and that the school is notified, if necessary.

4.0 Agents (e.g. School Bus Drivers)

- 4.1 That upon debarkation of passengers at school and upon completion of designated return home routes, the vehicle's operator shall conduct a thorough inspection of the vehicle to ensure that all passengers have disembarked the vehicle.
- 4.2 That a vehicle's operator, upon determining the inexplicable presence of a passenger, shall notify the respective school Principal and/or designated emergency telephone number immediately and return the student to the school.