

Huron-Superior Catholic District School Board



PROCEDURAL GUIDELINES SAFE ARRIVAL

The purpose of this procedural guideline is to provide an outline of the school's procedures to be followed, in order to respond to any student's unexplained failure to arrive at school as expected.

Parent(s)/Guardian(s) have the primary responsibility to ensure their child's safe arrival at school. When an absence is to occur, the parent(s)/Guardian(s) are asked to call the school to notify administration of this event. If this does not occur, the school will attempt, in accordance with the procedures outlined by the school, to contact the parent(s)/guardians whenever an elementary school student's absence is unexplained.

Each elementary school shall have on file an outline of the school's procedures to respond to any student's unexplained failure to arrive at school. By October 30th of each year, each elementary /high school will:

- Review these procedures with the Catholic School Council/Safe School Team and make amendments where necessary;
- Communicate the procedures to school staffs, volunteers and provide training, if necessary;
- Communicate the procedures to parents;
- Communicate to the appropriate Superintendent of Education prior to its release to parent(s)/guardian(s) on an annual basis;
- Be included in instructions for all occasional secretaries and Teacher Designates.