Huron-Superior Catholic DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES
SAFE ARRIVAL

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

Reported Lates / Absences
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. The automated system call-out will not be activated when a child's late arrival or absence has been reported.

Unreported Lates/Absences
If a student's late arrival or absence is unverified, parents/guardians will receive an automated message, asking them to contact the school and indicate the reason for the late arrival or absence.

When there is an unreported late or absence, the safe arrival procedures for elementary schools are as follows:

- Parents/guardians will receive an automated message, by either phone or email, depending on the preference indicated by the parents/guardians.
- The automated message will ask parents/guardians to contact the school to confirm the reason for the late arrival or absence of their child.
- If no call from the parent/guardian is received, the school secretary will contact the parents/guardians and/or emergency contact(s) to verify a student's absence.
- The principal/designate may contact police services regarding any child's failure to arrive at school.

When there is an unreported late or absence in secondary schools, the procedures are as follows:

- Parents/guardians will receive an automated message, by either phone or email, depending on the preference indicated by the parents/guardians.
- The automated message will ask parents/guardians to contact the school to confirm the reason for the late arrival or absence of their child.

To implement this procedural guideline, the principal / designate of the school will:

- Review these procedures with the Catholic School Council by October 30th of each school year and with any new parents/guardians registering a student during the school year; Communicate these procedures to teacher designates, school staffs, casual secretaries, occasional teachers and volunteers and provide training, if necessary.
- Communicate the procedures to parents, by including safe arrival procedures in the parent / school handbook.
- In consultation with the Information Technology Department, identify a time for the staff to input their classroom attendance into Aspen (the Student Information System that houses all data related to attendance, credit accumulation, and contact information) and set the time when automated calls will begin.