



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.

In elementary schools, attendance will be taken in the first 15 minutes of the school day in both the am and pm.

In secondary schools, attendance will be taken in the first 15 minutes of each period.

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 or use the Safe Arrival website or App 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 phone, email, text, and/or push notification depending on the preference indicated by the parents/guardians.
- The automated message will inform parents that their child is not at school and to report their absence.
- If the absence is still not reported, then 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 in the first period of the day, the procedures are as follows:

- Parents/guardians will receive an automated message by phone, email, text, and/or push notification depending on the preference indicated by the parents/guardians.

- The automated message inform parents that their child is not at school and to report their absence.
- If the absence is still not reported, then 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.
- Parents will receive a call at the end of the school day for any unreported late or absence in periods 2, 3, or 4.
- Students who are 18 years of age or older will be their own primary contact unless a consent to disclose information form has been completed by the student and received by the school to be able to contact their parent or guardian.

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.