



Policy Manual – Students

S.M.01 – Safe-Arrival Program for Elementary Schools

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.

POLICY STATEMENT

The Hamilton-Wentworth Catholic District School Board (HWCDSD) is committed to the safety of elementary students within its jurisdiction; therefore, the HWCDSD has in place a Safe Arrival Program to account for any pupil's unexplained failure to arrive at school.

To achieve this policy, the following apply:

- i) All elementary schools have procedures in place that are conducted in conjunction with daily school attendance-taking procedures and that aim to account for any student's unexplained failure to arrive at school through reasonable efforts **to make timely contact with parents/guardians;**
- ii) **The school principal will ensure that details of the safe-arrival program are communicated broadly to parents/guardians and school staff;**
- iii) **Parents/guardians are responsible for communicating planned pupil absences or lateness to the school on a timely basis;**
- iv) **Parent/guardian reports of absence/lateness are to be reconciled with information obtained through classroom attendance taking procedures to identify any unexplained absences that require prompt follow-up contact;**
- v) **Parents/guardians may report their child's absence by telephone, the SafeArrival Mobile App, or the SafeArrival web portal available through School Messenger**
- vi) **Parents/guardians are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contact;**
- vii) The safe-arrival program is **maintained** by **the** school with advice from school councils, parents, volunteers and other community members;
- viii) The design of specific procedures reflects local needs and the particular circumstances of the school and the community;

- ix) Safe-arrival programs are designed to be flexible, with a view to achieving overall effectiveness and efficiency;
- x) Procedures to investigate a situation where a child is deemed missing are established; and
- xi) All programs will comply with the expectations in the Ontario Ministry of Education Policy/Program Memorandum 123 dated February 2, 1999.

Purpose

A safe-arrival program is a system of procedures which are performed together with daily school attendance taking. Safe-arrival programs are a mechanism that parents and schools can use to account for any student's unexplained failure to arrive at school.

Responsibility: Senior Administration/School Principal

Regulations

- i) Education Act R.S.O. 1990 Sections 8(8), 21 and 30.
- ii) Regulations under the Education Act - Reg. 298, Sections 12, 20, 23(1)(d), 23(2) and 23(3).
- iii) Ontario Ministry of Education PPM 123 - Safe Arrivals (February 2, 1999)
- iv) Municipal Freedom of Information and Protection of Privacy Act
- v) Board By-Law 7.02

Related Board Committee: Committee of the Whole

Policy Review Date

BM Original Policy Approved July 3, 1979.

Revisions: 7 March 2000, 7 November 2000, 1 October 2002, 5 June 2007, 4 June 2012, 20 June 2017, 16 March 2021

To be reviewed every **five** years.