*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 (HWCDSB) is committed to the safety of students within its jurisdiction; therefore, the HWCDSB has in place a Safe Arrival Program to inform parents/guardians of an unexplained failure to arrive at school.**

**To achieve this policy, the following apply:**

i)   **All secondary 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 attend class 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;**

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, and other community members;**

viii)   **The safe-arrival program should be flexible, with a view to achieving overall effectiveness and efficiency;**

ix)   **Procedures to investigate a situation where a student is deemed missing are established.**

**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/guardians 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)  **Municipal Freedom of Information and Protection of Privacy Act**
   iv)   **Board By-Law 7.02**

**Related Board Committee:  Committee of the Whole**

**Policy Review Date:**
**BM   Original Policy Approved** November 7, 2000
**Revisions:** 07 June 2005, 29 June 2010, 07 April 2015, 16 March 2021
**To be reviewed** every **five years.**