PROCEDURE SO-044

SAFE ARRIVALS	
Superintendent Responsible: Superintendent of Education, Information Technology Services	**Initial Effective Date:** 2019/04/29
Last Updated: 2026/11/13	**Next Review Date:** 2030/11/13

Purpose

To develop a system wide safe arrival standard in accordance with current Ministry of Education guidelines, which will account for the presence or absence of each student within one hour of normal starting time in the morning.

Guiding Principles

1.0 **Responsibilities of the School Board**

Grand Erie District School Board (Grand Erie) recognizes that safe arrival and regular attendance are essential to the academic success and well-being of all students. When transportation is cancelled for students, the Safe Arrivals policy does not apply.

2.0 **Responsibility of the Student**

Students shall attend class punctually and regularly as stipulated in Regulation 298 of the *Education Act*.

3.0 **Responsibility of Parents/Caregivers**

Parent(s)/caregiver(s) have the primary responsibility for ensuring their children's regular school attendance. Under the *Education Act*, section 21(1), persons of compulsory school age are mandated to attend an elementary school (or school-approved educational program) on every school day from the first school day of the academic year. Students may be absent only for reasons of illness, music lessons, holy days, suspension, expulsion and quarantines.

3.1 Parent(s)/caregiver(s) shall:

- Utilize the Safe Arrival Attendance Reporting System to report any student absence prior to the start of the school day
- Sign-in and/or sign-out their child(ren) in the main office when arriving late or departing early from school
- Verify that the school has the most accurate contact information on record for parent(s)/caregiver(s) and emergency contacts

4.0 **Responsibilities of the School**

4.1 The School Administrator(s) shall:

- Ensure that the Attendance/Safe Arrival of Elementary Students Procedures are being followed
- Review its process annually. School Councils and other interested groups will be included in the review
- Communicate to all parent(s)/caregiver(s) at the beginning of each school year or whenever changes are made to the procedure, or to individual parent(s)/caregiver(s) upon admission of their child to the school
- Designate one of the two nutrition breaks when students may leave school property; attendance will be taken at the conclusion of that nutrition break

- Make all reasonable efforts to make timely contact with parent(s)/caregiver(s), or designated emergency/additional contacts when a student is absent and the school has not been notified by the parent(s)/caregiver(s)
- Use culturally responsive supports, intervention strategies and best practices to encourage regular attendance and punctuality by all enrolled students

4.2 Teachers shall:

- Record attendance in PowerTeacher within the first half hour after the arrival bell
- Teachers will notify the office of students who arrive after attendance has been recorded

Reference(s):

- *Education Act, R.S.O. 1990, c. E.2, s. 21 (1)*
- Ministry of Education, Policy and Program Memorandum No. 123 – Safe Arrivals