1. <u>Policy</u>

   It is the policy of Lakehead District School Board to maintain a safe arrival system in every elementary school that allows for communication between home and school to ensure the safe arrival of all students in elementary school.

2. <u>Definitions</u>

   Emergency Contact:

   Any person, designated by parent(s)/guardian(s) who is available to be contacted in the event of an unexplained student absence, when the parent(s)/guardian(s) are unable to be reached.

3. <u>Responsibility of the Board</u>

   Lakehead District School Board will maintain an attendance reporting system that is accessible to parent(s)/guardian(s) to report their child's late arrival or absence quickly and conveniently.

4. <u>Responsibilities of Parent(s)/Guardian(s)</u>

   4.1 On the student admission form and annual student verification form, parent(s)/guardian(s) will provide current contact information, including:

   > primary contact numbers for parent(s)/guardian(s);
   > work phone numbers for parent(s)/guardian(s); and
   > phone number of emergency contact(s) and/or additional contacts.

   4.2 Parent(s)/guardian(s) will indicate who should be contacted for the safe arrival program.

   4.3 Parent(s)/guardian(s) will ensure that the school has accurate and current contact information at all times.

   4.4 Parent(s)/guardian(s) will provide updated information as necessary throughout the school year.

5.   Responsibilities of Elementary School Principals/Designates

   5.1   Principals will organize and implement an effective safe arrival program that meets the needs of their school population and timetable.

   5.2   Principals will stress the need for parent(s)/guardian(s) to provide current information for safe arrival programs.

   5.3   Principals will inform parent(s)/guardian(s) that if an unexplained absence of their child occurs, calls may be made to the home, the parents'/guardians' place of work, the emergency contact, or any additional contacts.

   5.4   Principals may enlist the aid of staff to implement safe arrival programs.

   5.5   Principals may modify safe arrival programs to take into account unusual events and conditions such as inclement weather, late buses or bus cancellations.

   5.6   Principals will ensure that the safe arrival program includes the following steps:

   attendance is to be taken a minimum of once daily, within a reasonable amount of time from the start of the instructional day;
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