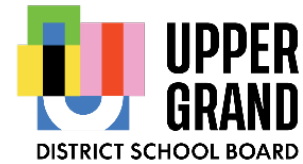


# Safe Arrival Procedures Manual 510-A



<b>Category:</b>	Students
<b>Administered by:</b>	Elementary Superintendents of Education
<b>First adopted:</b>	May 1999, Sept 2001
<b>Revision History:</b>	May 2014, Nov 2018
<b>Next Review:</b>	As required or 2022-23 School Year

## 1. General

These procedures outline how safe arrival programs are carried out at elementary schools and the roles and responsibilities of principals, teachers and parents/guardians. Parents/guardians are responsible for their children's safety and safe arrival programs do not release parents/guardians from this responsibility.

## 2. Definitions

### Emergency Contact

In this policy and procedures, an emergency contact is any person, designated by a parent/guardian, who is available to be contacted in the event of an unexplained student absence.

## 3. Responsibilities of Parents/Guardians

- 3.1 On the student admission form and annual student verification form, parents/guardians will provide current contact information, including:
  - 3.1.1 home phone number of child's residence
  - 3.1.2 cell phone number of child's parent(s)/guardian(s)
  - 3.1.3 work phone numbers for parent(s)/guardian(s)
  - 3.1.4 phone number of emergency contact(s) and/or additional contacts
- 3.2 Parents/guardians will indicate who should be contacted for the Safe Arrival Program.

- 3.3 Parents/guardians will ensure that the school has accurate and current contact information at all times.
- 3.4 Parents/guardians will provide updated information as necessary throughout the school year.
- 3.5 Parents/guardians will inform emergency contacts and any additional contacts that calls may be made to them if a parent/guardian can't be reached when a child does not arrive at school.
- 3.6 Parents/guardians will communicate with the school prior to the school's start in the morning when a child will be absent or late for any reason during the school day.
- 3.7 Parents/guardians will provide written or verbal permission for their child to leave during the school day.

#### **4. Responsibilities of Principals/Designates**

- 4.1 Principals will organize and implement an effective Safe Arrival Program that meets the needs of their school population and time table (e.g., traditional day, balanced day).
- 4.2 Principals will stress the need for parents/guardians to provide current information for safe arrival programs.
- 4.3 Principals will inform parents/guardians 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.
- 4.4 Principals may enlist the aid of staff to implement safe arrival programs.
- 4.5 Principals may modify safe arrival programs to take into account unusual events and conditions such as inclement weather, late buses or bus cancellations.
- 4.6 Principals will ensure that the Safe Arrival Program includes the following steps:
  - 4.6.1 Attendance is to be taken twice daily.
  - 4.6.2 An attendance record is maintained, including a list of calls from parents/guardians who call to report absences or lateness. The

attendance record shall include a list of safe arrival calls that are made by the school when there is an unexplained student absence. This record lists who has been called and when, and the result of each call.

4.6.3 Absences recorded by teachers are checked against those listed in the attendance record.

4.6.4 Phone calls are made in the following order when there is an unexplained student absence: parent/guardian home or cell number, parent/guardian work number, emergency or additional contact(s).

4.7 Principals will decide what action to take if contact cannot be made with the parent(s)/guardian(s), emergency or additional contact(s).

4.8 Police may be contacted when the school and the home, parent(s)/guardian(s) at work, emergency or additional contact(s) can't reasonably account for a student's unexplained failure to arrive at school.

## **5. Responsibilities of Teachers**

5.1 Teachers will record attendance and return it promptly to the office.

5.2 Teachers will notify the office of students who arrive after attendance has been recorded.