Lambton Kent District School Board

PROCEDURES NO: A-AD-114-26

ADMINISTRATIVE PROCEDURES

SUBJECT: SAFE ARRIVAL

1. The principal of each elementary school shall:

   1.1 Establish Safe Arrival Procedures appropriate to the organization of their school day (traditional or balanced schedule), and consistent with these Administrative Procedures;

   1.2 Inform parents of their responsibility to notify the school on a timely basis if their child is going to be absent or late;

   1.3 Review and revise the school's Safe Arrival Procedure annually and communicate the procedures to school staff and parents/guardians, through the school handbook, newsletters, school website, social media, or other appropriate means.

2. Daily attendance shall be provided by each classroom, to the office, promptly after the start of classes in the morning and again at a pre-determined point in the day following a break in the instructional schedule. Principals will confirm with staff the manner in which attendance results will be collected and reported, and where necessary, clarify the staff person responsible. Follow-up phone calls for students with unexplained absence must be made in a timely manner following both rounds of attendance. Current phone numbers for parents/guardians and emergency contacts can be accessed in the Student Information System database.

3. Documentation of calls made and verification of parent or emergency contact having been made shall be recorded in a school-based standardized format.

4. A voice message may be left on a parent phone line. However, the school shall continue to make calls in an attempt to contact a person on the sequenced calling list provided by the parent/guardian.

5. Arrangements may be made for parents to provide notification of absence via voicemail, email, text message, or other appropriate media, including outside of school hours. However, phone contact will continue to be the school's mode of follow-up in the case of unverified student absence.

6. Verification of a student absence by a sibling must include a note signed by the parent/guardian.

7. For field trips departing prior to the start of the regular school day, the teacher shall take attendance and leave the record at the office for the secretary to act on any absences noted.

8. Each JK - Grade 8 homeroom will have an easily accessible, up-to-date class list to complete roll calls when transitioning between locations during the school day. The roll calls are in addition to the formally required daily attendance procedures in the morning and at a pre-determined point in the day following a break.
   8.1. Teachers will:
      8.1.1. Take a roll call following recess and nutrition breaks, and other movements between locations during the school day (e.g. assemblies, rotation between classes).
      8.1.2. Inform the principal or school office immediately of any discrepancy between the students who were present during the most recent attendance.
   8.2. The school office wiil:
      8.2.1. Confirm if there is any other reason the student is not in class, that may not have been communicated to the teacher.
      8.2.2. Initiate protocols for locating a missing student.

9. Written consent, in accordance with the Freedom of Information and Protection of Privacy Act, shall be given if using volunteers to verify student absences.

10. In the event of a bus accident/incident, the bus driver shall contact the bus operator who will then contact the school(s) and Transportation Services. The principal or designate shall make every effort to contact the parent/guardian.

Implementation Date: September 15, 1999

Revised: April 9, 2003
April 1, 2014
October 5, 2026

Reference: Board Policy/Regulations P-AD-114-02 and R-AD-114-02, Policy/Program Memorandum 123: Safe Arrivals