

ADMINISTRATIVE PROCEDURE

1. Purpose:

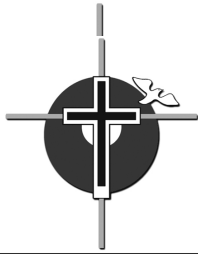
To ensure the safe arrival of all pupils at schools. All schools in the jurisdiction will implement safe arrival procedures that are conducted in conjunction with daily attendance procedures and that aim to account for any pupil's unexplained failure to arrive at school in accordance with PPM No. 123.

2. Procedure:

- 2.1 Parents are expected to call to inform the school if their child will be late or absent. This information is received in a daily log.
- 2.2 Teachers take attendance within the first 20 minutes of morning and afternoon entry. Attendance is sent to the office.
- 2.3 A volunteer or member of the office staff checks the attendance of each class against the day's calls.
- 2.4 Parents of students who are absent and from whom no calls have been recorded in the daily log book are called by office staff or volunteers.
- 2.5 If contact cannot be made at parent workplace, home and emergency numbers, time and date of calls are logged. The Principal is immediately informed and takes appropriate action.
- 2.6 If the school is unable to reach a parent because of disconnected phone lines or incorrect numbers etc. a form letter is sent to parents outlining the problem.
- 2.7 Regular procedures may be modified on days when pupils are likely to arrive late because of inclement weather or bus cancellations.

3. Responsibilities:

- 3.1 Parent/Guardian:
 - a) Communicate planned pupil absences or lateness to the school on a timely basis.
 - b) Provide complete and current emergency information to enable the school to make any necessary follow-up contacts.
 - c) Report to the Office when bringing a child or picking up a child during school hours.



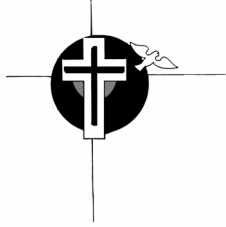
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3.2 School:

- a) Communicate clearly and frequently the school hours via newsletters, etc.
- b) Provide information about the school arrival program, including roles and responsibilities to all interested parties.
- c) Provide a voice-answering system so that parents/guardians can readily communicate planned pupil absence or lateness to the school.
- d) Take attendance on a daily basis by 20 minutes after the beginning of morning and afternoon classes.
- e) Make contact and log calls to emergency numbers to report unexplained absence.
- f) Review and evaluate the effectiveness of the Plan on an ongoing basis.

3.3 Student:

Students must report to the Office when arriving at school after the beginning of morning or afternoon classes.



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

FORM LETTER

Date: _____

Dear _____

We are unable to reach you to verify your child's absences from school due to incorrect contact information. Please return this form with correct information immediately.

Name: _____

Telephone Numbers: Home _____

Work _____

Cell _____

Emergency Contact: Name _____

Phone _____

Emergency Contact: Name _____

Phone _____

Emergency Contact: Name _____

Phone _____