



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Safe Arrival Program
Section: Educational Services

Regulation Code: ES-1.1.10
Policy Code Reference: ES-1.1

Established: June 21, 1999

Revised or

Reviewed: January 31, 2008; June 21, 2018; June 20, 2023

1. OBJECTIVE

This administrative regulation is written in accordance with the guiding principles in Board Policy ES-1.1, Safe and Caring Schools, and directives from the Ministry of Education.

A Safe Arrival Program shall be responsive to student safety within the home and school community through the combined efforts of the parent(s)/guardian(s) and school staff.

2. DEFINITIONS

Administrative Regulation

A document issued through the Director of Education, governing the implementation of a Board policy, or required to coordinate and control certain aspects of system operations.

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

PPM

Policy and Program Memorandum

3. APPLICATION

This administrative regulation applies to all Board employees who support students, students, and parents/guardians.

4. RESPONSIBILITY

4.1 Responsibility for this administrative regulation is as outlined in the Board Policy ES-1.1, Safe and Caring Schools.

- 4.2 The Elementary School Principal is responsible for:
 - 4.2.1 ensuring all parent(s)/guardian(s) are provided with the necessary information to report all student absences through the Automated Student Absence Reporting System,
 - 4.2.2 establishing strategies for communicating the Automated Student Absence Reporting System including respective roles and responsibilities with all school community members (e.g., parent(s)/guardian(s), staff, caregivers, students, volunteers),
 - 4.2.3 providing appropriate training and supervision for those involved in the delivery of the Automated Student Absence Reporting System,
 - 4.2.4 reviewing the Automated Student Absence Reporting System on a regular basis to confirm effectiveness within the school community.
- 4.3 The Secondary School Principal is responsible for:
 - 4.3.1 ensuring all parent(s)/guardian(s), are provided with the necessary information to report all student absences through the Automated Student Absence Reporting System.
- 4.4 Parent(s)/Guardian(s) is/are responsible for:
 - 4.4.1 their children's safety,
 - 4.4.2 communicating planned student absences or lateness to school staff on a timely basis, and
 - 4.4.3 providing school staff with complete and current emergency information to enable school staff to make any necessary follow-up contacts.

5. PROCEDURE

5.1 Features of the Safe Arrival Program

The Safe Arrival Program shall provide for the following:

- 5.1.1 procedures for daily attendance reporting,
- 5.1.2 development of a reliable method of documenting critical information in compliance with the Municipal Freedom of Information and Protection of Privacy Act such as:
 - 5.1.2.1 a log of parent/guardian calls reporting absences,

- 5.1.2.2 names and current telephone numbers of parent(s)/guardian(s) and emergency contacts, including caregivers,
- 5.1.2.3 parental consent for school staff to make contacts, and
- 5.1.2.4 log of actions taken by staff supporting the Safe Arrival Program, including information to the family of schools superintendent in emergency situations.
- 5.1.3 expectations and training for staff with the Safe Arrival Program (e.g., confidentiality, all features of Safe Arrival Program),
- 5.1.4 appropriate modifications to the Safe Arrival Program for unusual events and conditions (e.g., bus cancellations due to inclement weather), and
- 5.1.5 alternative strategies for communicating with parent(s)/guardian(s) whose language and/or needs may vary (e.g., language at student's home may be other than the language of instruction, parent/guardian is deaf, parent(s)/guardian(s) who do not have telephone service, etc.).

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.3, Human Rights: Code-Based Discrimination and Harassment](#)

[ES-1.1, Safe and Caring Schools](#)

Administrative Regulations:

[ES-1.1.1, Discipline/Promoting Positive Student Behaviour/Code of Conduct](#)

[ES-1.1.1A, Appendix A: Discipline/Promoting Positive Student/Behaviour/Code of Conduct](#)

[ES-1.1.2, Suspension](#)

[ES-1.1.3, Expulsion](#)

[ES-1.1.4, Child in Need of Protection](#)

[ES-1.1.8, Procedures in the Event of a Bomb Threat](#)

[ES-1.1.9, Substance Use](#)

[ES-1.1.12, Sexual Misconduct by Students](#)

[ES-1.1.12A, Appendix A: Police/School Board Protocol](#)

[ES-1.1.13, Anti-Sex Trafficking](#)

Procedural Documents:

[Ensuring Student Safety and Protection Together Protocol, 2019](#)

7. REFERENCE DOCUMENTS

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Child and Family Services Act](#)

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Occupational Health and Safety Act](#)

[Ontario Human Rights Code](#)

Other Documents:

[Ministry of Education, Policy and Program Memoranda 9: Reporting of Children in Need of Protection](#)

[Ministry of Education, Policy and Program Memoranda 123: Safe Arrivals](#)