






## Safe Arrival Program Policy Annual Review Process for Schools

This summarizes the school and parental/guardian responsibility of the safe arrival of students within ALCDSB. The Safe Arrival Program will be reviewed annually in consultation with the school's Catholic School Council.

Parents/guardians are responsible for reporting absences via School Messenger or by contacting the school. With **Safe-Arrival**, please report your child's absence in advance using any of these three convenient methods:

- Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from this [link](#)). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
- Use the Safe-Arrival website: <https://go.schoolmessenger.com>. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.
- Call the toll-free number 1-844-445-4383 to report an absence using the automated phone system.

<p>SchoolMessenger Mobile App</p>  <p>SchoolMessenger</p> <p>Download the app from the Apple App store or Google Play store.</p> <p>Sign up to create your account.</p> <p>To report an absence, select Attendance, then Report an Absence.</p>	<p>SchoolMessenger Website</p>  <p>go.schoolmessenger.ca</p> <p>Sign Up to create your account.</p> <p>To report an absence, select Attendance, then Report an Absence.</p>	<p>Call toll-free</p>  <p>1-844-445-4383</p> <p>Call the toll-free number at 1-844-445-4383 to report your child's absence.</p> <p>You will be asked to enter the phone number that you have registered with the school.</p> <p>Follow the prompts to report your child's absence.</p>
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**These options are available 24 hours/day, 7 days a week.**

Using these options, future absences can be reported at any time:

### *Reporting an absence option:*

- Full day
- Late
- Early departure
- Leave and return
- Multiple Day

### *Reason for absence options:*

- Sick/illness
- Appointment
- Bus cancelled
- Absent with permission
- Bereavement

## Daily Attendance Reporting:

1. Teachers will complete attendance within the prioritize attendance and ensure it is completed promptly in the morning and afternoon of each school day. Our teachers will complete their classroom attendance by \_\_\_\_\_ each morning.
2. Secretary compiles attendance and ensures all teachers have posted their data by\_\_\_\_\_.
3. Secretary will compile SchoolMessenger data entries and parent/guardian phone calls, then transfer data into Aspen for explained student absences.
4. Using the Safe Arrival Callout merged with Aspen data the secretary sends the callout home:
  - The automated notification system will attempt to contact parents/guardians at multiple contact points until a reason is submitted for the absence.
  - In addition, the SchoolMessenger automated notification system will be used to contact parents/guardians whose child is absent when the absence was not reported in advance.
  - If our system is unable to reach the designated contacts, office staff will follow up to determine the reason for absence.
5. Leaving or illness during the school day:
  - If a student must leave school during the day, a phone call or a note of explanation from a parent or guardian, requesting early dismissal is required. The student **must** stop at the office to sign out directly before departure from the school
  - If a student becomes ill during class, the student will ask the subject teacher to leave the room. For student safety **the student must immediately report to the Attendance Secretary** who will phone parent/guardian or arrange for an alternate room.
6. Administrators in K-8 schools will ensure external doors are locked during the school day and school entry by visitors is regulated by the main doorbell system.
7. In the event of an emergency (injury or accident) the administrator will contact Tri-Board and the parents/guardians of the injured student.

**School Name:**

**Principal's Name:**

**CSC Chair:**

**Date of Review:**