

## Safe Arrival Policy/Procedures

### Overview/Parental Responsibility:

The "Safe Arrival" Policy is a process that enables schools to verify a student's absence or lateness with the parent or guardian. Parents are reminded to phone the school at **613-342-7711** when their child will be absent or late.

### Procedure:

1. School hours, including recess break times are frequently communicated to students and parents via newsletters home.
2. Students are expected to arrive for learning by 9:05 a.m.
3. Students who arrive after 9:05 a.m. are expected to report to the office.
4. Parents/Guardians are expected to call the school to let staff know if their child will be absent or late. This information is recorded in the teacher's attendance binder.
5. Teachers will take attendance within the first 10 minutes of morning and afternoon classes.
6. Attendance will be sent to the office.
7. The principal or secretary will check the attendance of each class against the attendance binder.
8. Parents/Guardians of students who are absent and from whom no call has been recorded in the binder, are called by the principal or secretary.
9. If the principal or secretary is unable to reach a parent at home, a call is immediately made to the work number. If no contact is made at the work number, the emergency number provided will be called.
10. The time and date of all calls to the school will be tracked.
11. If the school is unable to reach a parent because of disconnected phone lines or incorrect numbers, a form letter is sent home to parents indicating this.

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### J.L. Jordan Catholic School – 2016-2017 School Year

We have read the J.L. Jordan Catholic School Safe Arrival Policy and understand our rights and responsibilities as members of this Catholic School Community.

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Signature of Parent/Guardian

Date

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Student Name