



HAMILTON-  
WENTWORTH  
DISTRICT  
SCHOOL  
BOARD

# Safe & Caring SCHOOLS



## SAFE ARRIVAL CHECK

### *Information for Parents and Students*

Hamilton-Wentworth District School Board is committed to making each and every one of its schools a caring place that is safe for learning.



[www.hwdsb.on.ca/programs/safeschools](http://www.hwdsb.on.ca/programs/safeschools)

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

## What is “Arrival Check”?

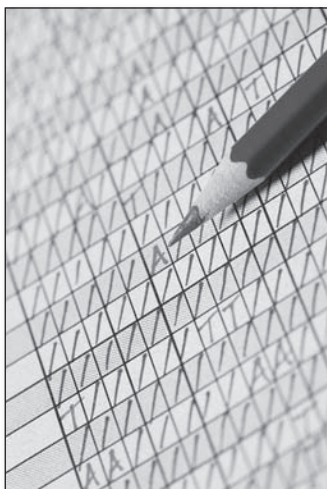
Arrival check is a system of procedures for daily attendance taking, so that parents and schools can account for any student’s unexplained failure to arrive at school. This system allows for schools to take reasonable efforts to contact parents, guardians, or caregivers.

## Parent / Guardian / Caregiver Responsibilities:

- Parents are responsible for their children’s safe arrival at school
- Timely communication regarding planned student absences, including length of absence, if known.
- Timely communication if a child will be arriving late.
- Providing the school with complete and up-to-date emergency information to enable the school to make any necessary arrival check follow-up contacts.
- Providing the school with an alternate way to make contact if a telephone number is not available.

## Principals are responsible for:

- Ensuring that attendance of students is recorded every day.
- Developing, implementing, and communicating the school arrival check program.
- Communicating to parents, guardians, and caregivers how to leave messages outside of school hours, regarding planned absences e.g. leaving voice-mail messages, providing the school’s email address, etc...
- Leading the review of the arrival check program each year.



## More information:

- The school arrival check program should state what steps will be reasonably made to make contact with a parent/guardian/caregiver, if the school has not been notified that the student will be absent or late
- Where parents do not provide up-to-date contact information for the purpose of checking attendance, absences, and being late, the school is to notify the parents/guardians in writing of the inability of the school to carry out arrival check steps for their children
- Arrival check programs should specify steps that will be taken when follow-up contact cannot be reasonably made
- Police will be contacted when the school and the home cannot reasonably account for the failure of a child to arrive at school and the child's safety may be at risk (excludes known extended absences).



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## SAFE & CARING BOOKLET SERIES:

1. Code of Conduct
2. Progressive Discipline
3. Bullying
4. Suspension
5. Expulsion
6. Gateway
7. Appropriate Dress
8. Safe Arrival Check
9. Restorative Justice



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