



## Procedure 7005

### Safe Arrival

**Revisions:** January 2015

**Reviewed:**

#### 1. Preamble

1.1 The procedures that follow provide guidelines to promote and support the safe arrival of students to and from school.

#### 2. Procedures

2.1 The principal shall inform parents, in writing, about safe arrival procedures in the KASA Registration Package and KASA Handbook. The information includes:

- 2.1.1 A brief explanation of attendance procedures and the safe arrival program;
- 2.1.2 School staff will access student information to implement this program.

2.2. Parental consent is obtained through the Registration Form, and Permission to Release Student from School or Bus Form (KAS-STU01-0114).

2.3 Plans must be in place to ensure the consistent delivery of the safe arrival program.

2.4 Implementation of the school's Safe Arrival Policy is the joint responsibility of parents/guardians and school staff.

2.4.1 Parents/guardians are responsible for communicating pupil absences and providing the school with current emergency contact information.

2.4.2 The school is responsible for follow-up with parents/ guardians for a student's unexplained failure to arrive at school or to make arrangements for the safe return of a student home when early dismissal is required.

#### 3. Attendance Reporting

3.1 Daily attendance logs track student attendance.

#### 4. Attendance Telephone Messages

4.1 Telephone messages for student absences are recorded daily in an attendance log.

4.2 Students who are late or sign out through the day are recorded in a sign in/out binder.