

Administrative Guideline- Public Consultation Invitation

Title:	Safe Arrivals for Elementary Students and School Attendance
Status:	Existing Administrative Guideline (Revised)
Responsible Superintendent:	Superintendent Gay Smylie
Date feedback collection opens:	October 3, 2025
Date feedback collection closes:	November 3, 2025
Contact:	Please provide feedback using this link: https://forms.office.com/Pages/ResponsePage.aspx?id=sKPKiflHuUa3UOlzFotsTlap7qGdIXFNtVTDUZ1HcqHUNVBJVfDFMTkyUjhOWEVIUFM1SDRYQjJSUSQIQCNjPTEu

As part of Near North District School Board's (NNDSB) strategic commitment to Excellence in Communication, the board is inviting all stakeholders to provide input regarding this Administrative Guideline.

Feedback will be collected for 30 days, exclusive of board holidays. Feedback and requests for accessible document versions can be made by contacting the address listed above.

At the close of the public collection period, the document will be removed from the "Under Review" section of the website so the responsible superintendent can develop the final version.

Once approved by NNDSB's Executive Council, the Administrative Guideline will be added to the list of Administrative Guidelines on the website [here](#).

Thank you for taking time to provide your comments.

Title: Safe Arrivals for Elementary Students and School Attendance

Effective Date: October 3, 2025

Responsibility: Superintendent of Safe Schools

1.0 Rationale:

Near North District School Board (NNDSB or “the Board”) promotes the safety of our elementary pupils through the development and implementation of a safe arrival program, as outlined in Safe Arrivals Policy Program Memorandum (PPM) 123. NNDSB also understands the importance of regular school attendance for all students in Kindergarten through to Grade 12 and the impact it can have on student achievement and well-being.

2.0 Purpose:

The purpose of the policy is to outline expectations related to daily school attendance to ensure that parents and schools can account for any student’s unexplained failure to arrive at school and to ensure attendance data is accurately collected daily.

3.0 Roles and Responsibilities of the Board, Schools and Staff:

The Board clearly communicates the scope and features of the safe arrival program to principals, staff, parents, guardians and other stakeholders through the creation and implementation of this Administrative Guideline.

The Board must enlist a reliable system of notifying parents, guardians and caregivers and document key information in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Such information includes:

- a log of calls from parents or others who report absences or lateness
- names and current telephone numbers, in order of priority, of parents, guardians, caregivers, or other individuals to be notified in case of an unexplained pupil absence
- parental consent for school staff and/or volunteers to make these contacts, in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act
- a log of actions taken by school staff in accordance with the provisions of the safe-arrival program

Elementary teachers have a responsibility to complete daily attendance following the entry bell each morning. Teachers must take extra care to ensure that attendance is accurate to prevent inaccurate reporting to parents/guardians.

Schools will provide parents, guardians and caregivers with information regarding attendance procedures at the beginning of each school year. This information will include the method(s) in which parents can report their child's absences from school.

Schools will provide parents with a method of verifying that the information on file for each student is accurate and up to date.

4.0 Roles and Responsibilities of Parent(s), Guardian(s), and Caregivers:

Parent(s), guardian(s) and caregivers ("parents") are responsible for their children's safety. Safe arrival programs are a mechanism that parents and schools can use to account for any student's unexplained failure to arrive at school.

Parents are responsible for communicating pupil absences or lateness to the school. This can be done in advance if the absence is planned, or on the same day if the absence was not planned through identified Board platforms.

Parents are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts should a child be inexplicably absent from school. Parents must ensure that the information contained in the Student Information System (SIS) is accurate and up to date. This information is verified at the beginning of each school year and can be updated in-year by contacting the child's school.

If a parent does not want a specific number called, such as a business phone number, the designated school staff can change the priority of that number, which will prevent the automated system from using it in the future.

5.0 Program Delivery:

All elementary schools in the Board will utilize the designated program to conduct automated callouts. This will ensure consistent practices across the district and allow for system-level data collection which supports accurate resource allocation and supervision.

Once automated callouts are complete, designated school staff must verify if any students remain unaccounted for and act accordingly. This may include calling the parent again or calling one of the emergency contacts listed within the SIS. Under the direction of the school principal, the designated school staff will determine how many attempts to contact the parent will be made, ensuring that all responsible efforts have been taken. Should a school principal or

designated staff be unable to explain a child's absence and believe that the child may be lost or missing, police will be notified.

6.0 Inclement Weather Days, Buses and Late Arrivals:

As per PPM 123, safe arrival programs should consider both normal, recurring circumstances and unusual events and conditions. As such, in the case of inclement weather days, designated school staff should continue with automated callouts.

Designated school staff should not hold off commencing automated callouts due to late buses (i.e. for those arriving 30 minutes after the entry bell).

Students who arrive to school late (after the entry bell) must report to the office to be marked as late by the school secretary or designated staff overseeing attendance.