Niagara Catholic District School Board

SAFE ARRIVAL

ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – School/Students **No. 302.3**

Adopted Date: May 31, 1999 Latest Reviewed/Revised Date: September 8, 2026

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are the Administrative Operational Procedures for the Niagara Catholic Safe Arrival system for student attendance.

PREAMBLE

The Board is committed to effective, regular and timely communication between the home and school in relation to student attendance with the implementation of the Niagara Catholic Safe Arrival system. All personal information collected through the Niagara Catholic Safe Arrival system is managed in accordance with applicable privacy legislation and Board policies.

The Niagara Catholic Safe Arrival system is accessible 24 hours a day, 7 days a week and provides parents/guardians with three options to report their child's late arrival and/or absence prior to the commencement of the school day. Schools will provide support to parents/guardians who request assistance navigating the Niagara Catholic Safe Arrival system.

Option 1: Call the toll-free number: 1.844.287.6287
Option 2: Parent Portal website: *https://go.schoolmessenger.ca*
Option 3: Download the Free Smartphone App., "Safe Arrival"

Click here to: Learn more about Safe Arrival. Click here for: Safe Arrival Set-up Instructions

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents/Guardians are expected to report their child's late arrival and/or absence prior to the commencement of the school day, using the Niagara Catholic Safe Arrival system.

When parents/guardians report their child's late arrival and/or absence, they will receive a message confirming the details by email and/or text as designated by parents/guardians.

In addition, parents/guardians are required to:

- notify the school office, of any changes to personal and/or emergency contact(s) information.
- provide written documentation for their child's absence that will exceed five (5) or more consecutive days. The documentation must be signed, dated, and state the dates and reason for the extended absence (i.e., vacation, medical procedures).

The following Niagara Catholic Safe Arrival system procedures will be activated when a student's late/or absence in unreported by parents/guardians:

1. Parents/Guardians will receive an automated notification using the communication preferences as designated by the parents/guardians in the SchoolMessenger app. This may include email, text

message, a phone call. If parents/guardians are unaware of the absence, they are to contact the school immediately.

2. Parents/Guardians are required to listen to the entire message and follow the prompts accordingly:
   i. Parents/Guardians will be asked to verify the absence by entering the reason (i.e., late, appointment, illness, parent approved etc.)
   ii. If parents/guardians do not confirm receipt at the end of the message, or if there is no response, the entire process will be repeated.

3. If a response from parents/guardians is not received through Niagara Catholic Safe Arrival system, the emergency contact(s) as listed in the Student Information System will be contacted by the school to verify a student's absence.

4. The principal may contact the Niagara Regional Police Service for unverified absences to ensure the safety of the student.

RESPONSIBILITIES OF THE PRINCIPAL OF THE SCHOOL

The principal of the school will:

- ensure that staff will input their classroom attendance into the Student Management System in a timely manner for the safety of all students;
- communicate the use of the Niagara Catholic Safe Arrival system to all parents/guardians, within the first month of each school year and to any new parents/guardians registering a student during the school year;

RESPONSIBILITIES OF THE CLASSROOM TEACHER

The classroom teacher will:

- input a student's late arrival and/or absence in the Student Management System in a timely manner;
- provide any documentation received from parents/guardians for an absence that exceeds five (5) or more days (i.e., vacation, medical procedures) to the school administration.

RESPONSIBILITIES OF THE SCHOOL SECRETARY

The school secretary will:

- confirm the attendance taken by classroom teacher(s);
- initiate the automated notification for unreported absences;
- contact the parents/guardians/emergency contacts of students with unverified absences in a timely manner;
- enter the specifics of the student's late arrival and/or absence;
- ensure accurate and timely tracking of attendance throughout the school day;
- ensure accurate record keeping in the Student Information System (parents/guardians home address(es), contact numbers/emails, and emergency contact information, etc.) as provided by the parents/guardians;
- record and retain any documentation received from parents/guardians for a student's absence that exceeds five (5) or more days (i.e., vacation, medical procedures).

BUS CANCELLATION AND SCHOOL CLOSURE

- When bus transportation is cancelled but schools are open, all parents/guardians are required to report their child's absence using the Niagara Catholic Safe Arrival system.
- When schools are closed by the Chief Executive Officer due to inclement weather or any other reason, parents/guardians are not required to report their child's absence.

TRAINING

The Board will facilitate training for teaching and support staff, including occasional and casual staff on the Niagara Catholic Safe Arrival system.

References:

- ***Ministry of Education Policy/Program Memorandum 123***
- ***Education Act, (21.5)***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Code of Conduct Policy (302.6.2)***
  - ***Safe and Accepting Schools Policy (302.6)***

Adopted Date:	**May 31, 1999**
Revision History:	**February 23, 2010** **June 21, 2016** **April 19, 2021** **November 24, 2025** ***September 8, 2026 *(Administrative Update)***