

Dear Parents/Guardians:

The Ministry of Education requires school boards to establish a Safe Arrival Program for students as per Policy Program Memorandum (PPM) 123. The Dufferin-Peel Catholic District School Board (DPCDSB) program is outlined in General Administrative Procedure(GAP) 502.16, **Safety of Pupils: Safe Arrival/Safe Dismissal/ Attendance Verification Program**. Additionally, PPM164 Remote Learning requires that attendance be taken daily and that a staff member contact parents/guardians in the case of an unexpected student absence.

This memo explains how the Safe Arrival and Attendance Verification programs are being adjusted for the Remote Only and Hybrid Learning programs.

The Remote Only and Hybrid Learning programs start effective November 16, 2020. Students have been scheduled in a fully Remote or Hybrid class as requested by parents/guardians. In both cases, it is critical that the school receives timely and accurate information regarding each student's attendance to support the safety of all students and to comply with Ministry and regulatory requirements. To do this, we need your support by completing this form.

Remote Learning Only Students

Students who attend Remote Only must log in daily and on time. Where a student has not logged in within half an hour of start of class and a parent/guardian has not reported the absence, the school will contact parents/guardians to report the absence.

Parents/guardians of students who are learning in the Remote Only mode must notify the school to which the class is aligned of the absence. If your child will be absent from the Remote Only class on any given day, please call (School name)_____ (School phone number) _____.

Hybrid Learning Students

Students that are attending Hybrid Learning classes may change from in-class to remote or from remote to in-class at any time with the approval of their parent/guardian.

When a student is absent and the school has not been notified, a safe arrival call will be made per our normal process.

For safe arrival purposes and so that we may verify that parents/guardians are in agreement with the change in how each student attends, parents/guardians must select a default attendance method and notify the teacher or school of any change in attendance and to indicate if they intend to maintain the change.

If the teacher or school is not notified in advance when there is a change to the default attendance method, the school will make safe arrival calls to report the absence from the default attendance method and to ask the duration of the change.

**We need your support in ensuring the safety of your child.
It is critical that you notify the school if your child will be absent,
or will be changing the default method of attendance on any given day.**

- ✚ For example, if your child will typically be learning in person in the Hybrid Learning mode, and you choose for your child(ren) to learn Remote Learning on any given day, please ensure that you notify your child(rens)'s teacher(s) or call the school to notify of the change in attendance method.

For Hybrid Learning Students Only – parents/guardians must complete and return this form, including the Acknowledgement which follows, to your teacher by **Wednesday November 18, 2020.**

✚ *Please complete one form per student.*

School

Student Name

Grade

Teacher Name

Parent/Guardian Name

Parent/Guardian Signature

Today, November 16, (above mentioned child) attended:

In person

Remote online

The default attendance method for my child will be:

In person

Remote online

I understand that if my child's default attendance method is in person and my child will be attending remote on any given day, I am to contact my child's teacher or the school office.