



ATTENDANCE GUIDELINES FOR PARENTS

SAFE ARRIVAL PROGRAM

To report a student's absence, late arrival or early departure from school, you have two options to select from:

- **Call our School Safe Arrival Phone #:** 1-844-288-7628
- **log in to the Parent Portal Website:** dcdsb.schoolconnects.com

Detailed instructions can be found on the DO'C Website doc.dcdsb.ca. look for the **Absent Student Reporting tab!**

The Safe Arrival system is available 24 hours a day. For those of you with Android phones, you can download the Android app from the Android store. Use code DCDSB as the district code.

You must set up your personal account first. This is completed online. You can begin setting up your account immediately.

To set up your personal account visit: dcdsb.schoolconnects.com

1. In order to set up your personal account you need to click on "Don't have a login"
2. You will be prompted to enter your name, your child's name & your cell phone #
3. The system will send a code to your cell phone.
4. You will need to enter the code you receive.

If you have any questions, you are welcome to call the School's Attendance Secretary at 905-427-6667.

Please remember, if you do not call the school to report the absences, late arrivals and early dismissals, you will receive automated calls home to EVERY PHONE # and/or EMAIL address that is recorded in the School's database!

OF IMPORTANCE....

ALL ABSENCES, LATES & EARLY DISMISSALS MUST BE CALLED IN TO THE SAFE ARRIVAL PHONE NUMBER OR ENTERED VIA THE PARENT PORTAL.

LATE ARRIVALS - Students must sign in with the attendance Secretary in the Main Office

LATE TO CLASS - Periods 2, 3 & 4
- Report directly to class. The teacher retains the right to send student to the main office for a late slip or to see their VP if required.

All lates must be excused by parents/guardian. If a note or a call is not received by the Attendance Secretary, detentions or community service may be assigned as early intervention or in some cases, a Suspension from school **may be issued, and the student will be sent home.**

Early Dismissal / Ill During School day

Occasionally a student may need to leave school early for an appointment such as the dentist or doctor. **Please call the parent portal or send your son/daughter to school with a note granting your permission for their early release with the specified time.** This note must be given to the Attendance Secretary **BEFORE** school begins. Students who do not sign out are considered truant or skipping school and a detention may be assigned.

PHONE MESSAGES TO STUDENTS:

Please ensure that your child is aware of any appointments or personal arrangements prior to their departure to school. It is the school policy to keep classroom interruptions to a minimum.

