CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE
ADMINISTRATIVE PROCEDURE **405 Safe Arrivals**
DIRECTIONAL POLICY **Safe, Inclusive & Progressive Schools**

Title of Administrative Procedure:

Safe Arrivals

Date Approved:

November 2024

Projected Review Date:

November 2029

Directional Policy Alignment:

The Safe Arrivals Administrative Procedure falls under the Board's Community Relations policy directive. This policy outlines the Catholic District School Board of Eastern Ontario (CDSBEO) Safe Arrival procedure to ensure the safety of all students in its jurisdiction.

Alignment with Multi-Year Strategic Plan:

The Safe Arrivals Administrative Procedure supports our mission to educate students in faith-filled, safe and inclusive Catholic learning communities. This administrative procedure aligns with the Multi-Year Strategic Plan tenet of *Protecting* and assists in our mission to provide a safe, loving and inclusive learning environment. The Board recognizes that it is a shared responsibility of parent(s)/guardian(s), school administration, and school staff to ensure the safety of students.

CDSBEO Strategic Plan 2020-2025

Purpose

To ensure the safe arrival and departure of all pupils at all schools. All schools in the jurisdiction will implement Safe Arrival procedures that are conducted in conjunction with daily attendance procedures that aim to account for any pupil's unexplained failure to arrive at school in accordance with Policy/Program Memorandum No. 123 - Safe Arrivals.

Action Required

The Safe Arrival Program will include:

- the use of a reliable communication method (i.e. school phone number, agenda, Safe Arrival App, etc.) for parent(s)/guardian(s) to communicate planned student absences or lateness to the school on a timely basis;
- a process for parent(s)/guardian(s) to update emergency contact information;
- daily school attendance-taking procedures using Aspen, our Student Management Program, within the first 20 minutes of the school day, both morning and afternoon in elementary schools and at the start of each period in secondary schools;
- the use of School Messenger to notify parent(s)/guardian(s) of a student absence in an efficient and effective manner;
- the steps that are to be taken when a student fails to arrive at school;
- a plan for implementing the Safe Arrival attendance and notification process in the absence of the regular school secretary;
- a plan for training individuals involved in supporting the Safe Arrival Program;
- periodic review with all staff for effectiveness; and
- consideration for both normal and recurring circumstances, as well as unusual events and conditions (for example, regular procedures could be modified on days when students are likely to arrive late because of inclement weather or bus cancellations).

Responsibilities

The Board of Trustees is responsible for:

- Reviewing the Safe Arrivals Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Reviewing and revising this Administrative Procedure as necessary;
- Ensuring principals are consistent with the application of this Administrative Procedure; and
- Supporting principals in the implementation of this administrative procedure.

Principals and Vice-Principals are responsible for:

- Implementing and maintaining the Safe Arrival Program;
- Communicating the procedures and the roles and responsibilities to school staff and parent(s)/guardian(s);
- Conducting training for individuals involved in supporting the Safe Arrival Program;
- Ensuring that a process is in place, so occasional staff are familiar with the school's Safe Arrival Program;
- Communicating Safe Arrival Program procedures throughout the school community at the beginning of the school year, and with new registrants as part of the intake process;
- Ensuring daily attendance procedures are completed in a timely manner to support the Safe Arrival Program;
- Ensuring timely communication is made with parent(s)/guardian(s) in the event of a student's unexplained failure to arrive at school;
- Notifying the police if there are concerns regarding a student's absence;
- Notifying the Family of Schools Superintendent if there is a notable Safe Arrival or occurrence; and
- Ensure that all parents/guardians receive the "Student Update Registration" annually at the beginning of the school year.

Secretaries are responsible for:

- Supporting the implementation of this Administrative Procedure;
- Reconciling parent(s)/guardian(s) reported student absences or lateness information received with information received through classroom attendance-taking procedures; and
- Enacting the procedures for communicating with parent(s)/guardian(s) in the event of a student's unexplained failure to arrive at school.

Teachers are responsible for:

- Supporting the implementation of this Administrative Procedure;
- Recording accurate daily attendance in Aspen both morning and afternoon in elementary schools and at the start of each period in secondary schools; and
- Submitting the daily attendance in a timely manner to support the school's Safe Arrival Program Procedures.

Parent(s)/Guardian(s) are responsible for:

- Communicating planned student absences or lateness to the school on a timely basis. This information will be reconciled with information obtained through

classroom attendance-taking procedures.

- Providing the school with complete and current emergency information to enable the school to make any necessary follow-up communication.
- Their children's safety until they arrive at school, are picked up by school transportation, and/or they have left the school, or are dropped off by the school transportation; and
- Completing the Student Registration Form annually which is sent by the school, and update the school of any changes as needed throughout the school year.

Progress Indicators

- Schools implement the Safe Arrival Program directed by CDSBEO; and
- Safe Arrival Program procedures are communicated throughout the school community.

Definitions

- **Inclement Weather:** refers to severe weather conditions, including ice, fog, sleet, snow, flood, extreme temperatures, and/or wind, which are considered serious enough to raise concerns regarding the safety of students and staff.

References

- Student Attendance – AP212
- Ministry of Education Policy/Program Memorandum No. 123, "Safe Arrivals", dated February 2, 1999