

POLICIES AND PROCEDURES

POLICY: Safe Arrivals (Elementary and Secondary)

Date Approved: July 6, 1999

Last Reviewed: 2020-2021

Dates of Amendment: June 28, 2001; June 14, 2016; May 25, 2021

Cross Reference: [Safe, Inclusive and Accepting Schools Code of Conduct – General](#); [Policy/Program Memorandum No. 123](#); [Policy/Program Memorandum No. 128](#)

POLICY:

1. The Board shall recognize the importance of the safe arrival of its students and it supports the establishment of safe arrivals programs in all schools in its jurisdiction.
2. The Board acknowledges that parents/guardians and caregivers are responsible for the safe arrival of their children at school or, in the case of students who are provided transportation, such other locations as determined by the Board.
3. The Board shall ensure that Principals develop a Safe Arrivals protocol in consultation with the school community (i.e., staff, Catholic School Council).

ADMINISTRATIVE PROCEDURES:

1. The Principal will, in consultation with the Catholic School Council, develop a comprehensive Safe Arrivals protocol for their schools, which will include:
 - a. appropriate attendance-taking procedures to account for students' absence from school;
 - b. follow-up contact for unexplained and/or unreported absences, including two attendance notifications per day, one in the morning and one in the afternoon;
 - c. procedures when a follow-up contact cannot be reasonably made; and

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- d. procedures for recording and maintaining Student Attendance Records.
- 2. The Principal will ensure that established procedures are communicated to the school community at the beginning of the school year, and at other times as deemed appropriate by the Principal.
- 3. The Principal will, in consultation with the Catholic School Council, review the protocols periodically to confirm their effectiveness.
- 4. The Principal will ensure that protocols will take into account normal, recurring circumstances as well as unusual events and conditions such as inclement weather or bus cancellations. Procedures will be developed to reflect the needs and circumstances of the school.
- 5. On a timely basis, parents/guardians and caregivers will be responsible for communicating student absences to the school. Parents/guardians and caregivers will also be responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts.
- 6. Elementary principals will ensure that all external doors are kept locked during the school day and that entry to the building during the school day is regulated via the door access control system.