



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

<b>BOARD ADMINISTRATIVE PROCEDURE</b>	
<i>ADMINISTRATIVE PROCEDURE</i>	<i>ADMINISTRATIVE PROCEDURE NUMBER</i>
<b>SAFE ARRIVALS</b>	<b>901 (NEW)</b> <b>814 (OLD)</b>
<i>Directional Policy</i> <b>900 – Safe and Accepting Schools</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Safe Arrivals

**DATE APPROVED:**

May 26, 2020

**PROJECTED REVIEW DATE:**

May 2025

**DIRECTIONAL POLICY ALIGNMENT:**

This Administrative Procedure aligns with the [Safe and Accepting Schools Directional Policy - 900](#) by ensuring our schools are welcoming, safe, respectful, equitable, inclusive and accepting learning and teaching environments, rooted in the teachings of the Gospel.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Safe Arrivals Administrative Procedure supports our Mission to educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body, and spirit of all.

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.



## Strategic Priorities 2017-2020

### Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

### Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

### ACTION REQUIRED:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board's Safe Arrivals Administrative Procedure provides direction to school administrators to develop a school-based Safe Arrival Program.

Safe Arrival Programs are a mechanism that parent(s)/guardian(s) and school staff will use to account for any student's unexplained failure to arrive at school. The Safe Arrivals Program is a collaborative responsibility.

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.

Parent(s)/guardian(s) are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up communication.

The Safe Arrival Program will include:

- a reliable method for parent(s)/guardian(s) to communicate planned student absences or lateness to the school on a timely basis;
- a process to parent(s)/guardian(s) for updating emergency contact information;
- daily school attendance-taking procedures;
- the steps that are to be taken when a student fails to arrive at school;
- 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;*
- a plan for training for individuals involved in supporting the Safe Arrival Program;
- periodic review for effectiveness.

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- ensuring alignment with the Safe and Accepting Schools Directional Policy; and
- 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.

**Superintendent of Safe Schools is responsible for:**

- reviewing and revising this administrative procedure as necessary.

**Superintendents of Schools are responsible for:**

- supporting principals in the implementation of this administrative procedure.

**Principals are responsible for:**

- consulting with school staff, parent(s)/guardian(s), and Catholic School Council to develop the Safe Arrival Program;
- 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 occasional staff are familiar with the school's Safe Arrival procedures;
- 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 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; and
- notifying the Family of School's Superintendent if and when police have been contacted.

**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; 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:**

- 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;
- communicating planned student absences or lateness to the school on a timely basis; and
- providing the school with complete and current emergency contact information.

**PROGRESS INDICATORS:**

- Schools develop and implement Safe Arrival Programs; 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:**

[Ministry of Education Policy/Program Memorandum #123, "Safe Arrivals", dated February 2, 1999](#)  
[AP 909, Code of Conduct](#)  
[AP 902, Visitors to Schools](#)