



ADMINISTRATIVE PROCEDURES

SAFE ARRIVAL PROGRAM (Policy Statement: SAFE ARRIVAL PROGRAM)

Purpose

1. School Administration shall recognize the importance of the safe arrival of its students and supports the establishment of Safe Arrival programs.
2. The Board and School Administration acknowledge that parents/guardians are responsible for the safe arrival of their children at school. In cases where students are eligible for transportation through Tri-Board Transportation Services, the Board works in collaboration with Tri-Board Transportation Services to adhere to safe arrival policy and procedures.
3. The Superintendent of Education shall ensure that Principals develop a Safe Arrival program in consultation with their Catholic School Council.
4. As part of Safe Arrival, Bus Accident Communication Protocol will be followed by school administration and Tri-Board Transportation Services.

References

Education Act and Regulations
Every School Day Counts Initiative
Bus Accident Communication Process (Draft)
Caring and Safe Catholic Schools Policy

Procedures

1. The Principal will, in consultation with their Catholic School Council, develop a comprehensive Safe Arrival program for their school(s), which will include:
 - 1.1 appropriate attendance-taking procedures to account for students' absence(s) from school;
 - 1.2 follow-up contact for unexplained and/or reported absences;
 - 1.3 procedures when a follow-up contact cannot be reasonably made; and
 - 1.4 procedures for recording and maintaining Student Attendance Records.

2. The Principal will ensure that established procedures are reviewed with their Catholic School Council and 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 review the Safe Arrival program with all staff at the beginning of each school year to ensure consistent understanding and application of the procedures.
4. The Principal will ensure that the Safe Arrival program procedures will also address events and conditions, such as inclement weather, bus cancellations and bus accidents. Procedures will be developed to reflect the needs and circumstances of the school.
5. Parents/guardians will also be responsible for providing the school with complete and current emergency contact information to enable the school to make any necessary follow-up contacts.
6. Parents/guardians will be responsible for communicating to the school student absences.
7. Teachers will prioritize student attendance and ensure timely delivery to the office, both morning and afternoon. The secretary will immediately collate attendance information from School Messenger and classroom reports and contact the parents/guardians of children within the first hour of the instructional day, both morning and afternoon, as applicable.
8. 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.
9. The Safe Arrival programs should consider that a language other than the language of instruction may be used in the student's home.
10. In case of a bus accident, the Principal or delegate will follow the Bus Accident Communication Process (see Appendix 1). Upon being informed of a bus accident by Tri-Board Transportation resulting in student injury requiring medical attention, the Principal will contact parents/guardians and follow up using templates provided in Appendix 1.)
11. The attached template which reviews the specific procedures of each school's Safe Arrival Program will be used by the school's Principal for annual consultation with their Catholic School Council.

Appendices

Appendix 1: Bus Accident Communication Flow Chart

Forms

Form A: Sample Letter – Minor Accident No Injuries- Injuries

Form B: Sample Letter – Accident, Student Injury - No Injuries

Associated Documents

Annual Review Template for CSC

Approved: April 26, 2011

Revised: June 20, 2017

Revised: June 14, 2022