



**SAFE, ACCEPTING AND INCLUSIVE SCHOOLS:
Safe Arrivals / Safe Dismissal**

Administrative Procedure #: APE022

The Northeastern Catholic District School Board (NCDSB) believes that all people are created in the image and likeness of God and that every person has the right to be treated with dignity, respect and fairness. The Board recognizes that a positive school climate exists when all members of the school community feel safe, included and accepted and actively promote positive behaviours and interactions. The NCDSB is committed to building and sustaining safe Catholic school communities where all members and stakeholders share the responsibility of eliminating violence and discrimination in accordance with our Catholic faith and gospel values.

The NCDSB believes that a safe, accepting, and inclusive learning environment enables students to reach their full academic and spiritual potential.

REFERENCES

NCDSB Policy E-34: Safe, Inclusive, and Accepting Schools
Policy Program Memorandum 123: Safe Arrivals

DEFINITIONS

Nil

PROCEDURES

Section 1: Safe Arrivals

- 1.1 Principals are responsible to create the necessary conditions for safe arrival procedures that reflect the local needs and the particular circumstances of the school.
- 1.2 Teachers will ensure that accurate student attendance is taken immediately upon arrival in the class.
- 1.3 Students are considered late for school five (5) minutes past entry time.
- 1.4 Within one and one half hours, the parents/guardians are notified of a student's absence by the school secretary unless a validated note has been provided or a parent/guardian calls the schools outlining the reason for absence.

- 1.5 Principals will ensure that an appropriate supervision schedule is in place to ensure that students are escorted from the bus safely in the morning.
- 1.6 Local communication strategies will be in place to ensure that all stakeholders are aware of the procedures for safe arrivals.
- 1.7 Local communication strategies will be in place to ensure that parents/guardians are aware of their roles and responsibilities for their child's safe arrival to school.
- 1.8 The Superintendent of Education and Attendance Counsellor must be notified by the Principal of persistent student truancy.

Section 2: Safe Dismissals

- 2.1 Principals are responsible to create the necessary conditions for safe dismissal procedures that reflect the local needs and the particular circumstances of the school. This includes but is not limited to bus dismissal practices that clearly document student use of transportation or parent/guardian pick up.
- 2.2 Principals will ensure that an appropriate supervision schedule is in place to ensure that students are escorted from the school to their respective bus or release to parent/guardian.
- 2.3 Local communication strategies will be in place to ensure that all stakeholders are aware of the procedures for safe dismissals.
- 2.4 Local communication strategies will be in place to ensure that parents/guardians are aware of their roles and responsibilities for their child's safe dismissal from school.

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