

# St. Andrew Junior School

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*September 6, 2017*

## **Strait Regional School Board Safe Arrival Process for Elementary Schools**

Saint Andrew Junior School and the Strait Regional School Board believe that regular attendance at school supports greater student success and achievement. Attendance supports student learning and promotes a sense of responsibility that students will need as they transition from grade to grade.

Promoting and supporting regular student attendance is a shared responsibility. All partners, students, parents/guardians, teachers, school administration and school board staff, must work together.

As a result, the following safe arrival process will be implemented at our school to help us account for any student's unexplained failure to arrive at school:

- Parents/guardians are responsible for notifying the school when their child(ren) will not be in attendance.
- If your child(ren) is going to be late or absent from school, the parent/guardian is asked to contact the school by email [leah.duggan@srsb.ca](mailto:leah.duggan@srsb.ca) or telephone at 902-863-3046 before 9:00 AM. An explanation is required in order that the absence can be properly categorized.
- On a daily basis, homeroom teachers will complete morning attendance. A list of those students who are absent will be generated.
- If a student is marked absent during first class and we have not been previously notified by parents/guardians, the following steps will be taken by the school:
  1. A message will be sent via email or text requesting parents contact the school.
  2. A follow up phone call will be made to those parent/guardians and/or emergency contacts who have not contacted the school following the delivery of the message.
  3. When direct follow-up contact with parents/guardians cannot be reasonably made, we will then determine appropriate action. This may involve contact with the RCMP.

Sincerely,

Glenn Austen  
Principal  
Saint Andrew Junior School