



Date: **May 31, 2022**
Prepared by: **Lisa Demers, Superintendent of Education**
Linda Pistor, Manager – Planning and School Business Support Services
Chris Preece, Manager – Mental Health Services
Subject: **Attendance and Safe Arrival Policy**

BACKGROUND:

In July 2021, my appointment to the position of Director of Education for St. Clair Catholic was Review of Board Policy and Procedure – Attendance and Safe Arrival last updated 2013-Jan-22.

REPORT:

The revised Attendance and Safe Arrival Policy and Procedures were reviewed during regular scheduled meetings with the Mental Health Services and Attendance Counsellors Team and the Planning and Admissions & Enrolment Team. Supplemental documents including standard parent communications and internal procedural guidelines and revised attendance referral forms will support the revised Board procedure.

The Board Policy statement has been changed slightly to be more concise, noting Board internal procedures and to recognize adult students.

The Board Procedures have changed including the following highlights:

The principal's accountabilities are more direct in the responsibilities and oversight, rather than detailing specific operational verbiage that will be included in the internal procedural guidelines. The section focuses more clearly on the awareness and educational pieces for all stakeholders.

A section regarding the Attendance Counsellor responsibilities have been added to highlight the importance of their work as part of these procedures that are in line with the Education Act and to clearly demonstrate the support they provide to our students.

A section regarding the Student Admissions Team/Office responsibilities has been added to highlight the collaboration and direction for compliance with school administration to Ministry and Board guidelines.



The section regarding Parents/Guardians/Adult Student responsibilities refer to both late and absences as being encompassed within this procedure. Includes the reference to Adult students. Eliminates the operational verbiage that will be obtained in the internal procedural guidelines and focuses on the students' learning and success.

A references section has been added to the document.

RECOMMENDATIONS:

Motion: That the St. Clair Catholic District School Board receive the report *Attendance and Safe Arrival Policy* for information.

Motion: That the St. Clair Catholic District School Board approve *Sec. C Policy – Attendance and Safe Arrival*, effective May 31, 2022.