

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS**

ATTENDANCE AND SAFE ARRIVAL	PROCEDURE
EFFECTIVE: 2000 12 01 / 2008 05 28 / 2013 01 22	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

1.1 The principal shall:

- (a) Communicate annually to parents/guardians regarding arrival and transportation safety procedures;
- (b) Request that parents inform the school when their child is to be absent;
- (c) Contact parents/guardians as early as possible, when a child absent but the school has not been notified;
- (d) Encourage parents to provide a note, stating the reason for their child's absence.
- (e) Ascertain the reason for chronic absenteeism/truancy and ensure the return of the child to school;
- (f) Modify Safe Arrival and Attendance Reporting Procedures for transportation cancellation, i.e., fog, severe weather, etc.

1.2 The parent/guardian shall:

- (a) Ensure that the student is punctual and attends school every day that the school is open to students;
- (b) Notify the school immediately when the student will be late or absent;
- (c) Provide a note outlining the reasons for lateness or absence, if requested;
- (d) Seek to minimize the impact that the loss of instructional time will have on the student's learning;
- (e) Make it known to the student that school attendance is a requirement and failure to attend is an offence against the laws of the province.

2.0 Additional Information (Required)

- 4.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.