

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

Richmond Education Centre/Academy 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 [shelleya.boudreau@srsb.ca](mailto:shelleya.boudreau@srsb.ca) or telephone at (902) 345-4949 before 9:30 a.m. An explanation is required.
- 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, we will call the numbers provided in the student demographic information.
- 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.