

Our purpose in outlining these disciplinary procedures is to facilitate open communication between the home and school and to keep parents and students informed about student behavior and consequences at school. We appreciate parental support as we endeavor to provide the best possible education for their children.

3. ATTENDANCE

A) GUIDING PRINCIPLES

It is imperative that students attend school on a regular basis in order to be successful and effective in their studies. The instruction in the classroom is an integral part of the overall education process. While it is understandable that, on occasion, students will be absent from school due to sickness or family-related issues, concerns arise when the rate of absences impairs the ability of the school to provide the best educational experience possible. It is the responsibility of both parents and school staff to ensure that students are given every opportunity to attend school.

- Teachers are required, by law, to record attendance of students in classes based on whether a student was present in the building at the time of a class, regardless of the reason for the absence.

B) EXCUSABLE ABSENCES (AE)

According to the Alberta School Act (13), "an individual who is younger than 16 years of age shall attend school." Section 12 states that "a student shall conduct himself or herself to reasonably comply with the following code of conduct -- "attend school regularly and punctually". Student attendance is excusable subject to the provisions set out in section 13(5) of the School Act and shall include prior or same-day Board approved parental permission, sickness, medical/dental, religious holidays and suspension.

- Excusable absences compounded with inexcusable absences combine for significant negative educational impact.
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C) ATTENDANCE PROCEDURES

All students will proceed to their **first class** of the morning and afternoon for attendance at **8:50-8:55** and at **12:26-12:32**. Synervice will attempt to contact parents to establish reasons for the unexcused absences. This automated service will be up and running early in the school year. Any students who arrive

after the attendance has been submitted by staff are required to **sign-in at the office**. A sign-in/sign-out booklet will be placed on the counter in the office for all junior and senior high students to use anytime they arrive or leave outside regular start and end times of the school day. In cases of **unexplained absences, suspected truancy, or excessive absenteeism AE/AU/LE/LU (more than 15% of instruction to date)**, the teacher/principal shall contact the parent or guardian as soon as a pattern of unacceptable attendance becomes evident.

D) CONSEQUENCES – TOTAL ABSENCES @ 15%

		Action Taken
Level 1	Unexplained absences, suspected truancy, lates, excessive absenteeism AE/AU/LE/LU reach 15% of instruction to date.	<ul style="list-style-type: none"> Teachers contact parents about rate of absences and discuss intervention strategies
Level 2	Absences continue to be at 15% from the date of phone call.	<ul style="list-style-type: none"> School administration will provide the parent with letter of concern and follow-up to discuss intervention strategies.
Level 3	Attendance continues to be at 15% from the date of Admin. letter.	<ul style="list-style-type: none"> Parents will be requested to attend a meeting with the school administration and the teacher(s) to further discuss attendance concerns. At this time, an Attendance Improvement Plan will be made with student, parent and administration involvement.
Level 4	Attendance continues to be at 15% after the Improvement Plan is in place.	<ul style="list-style-type: none"> The case will be forwarded to the Superintendent of Schools requesting further intervention and/or referral to a Provincial Attendance Board. This step shall apply only to those students under the age of 16 High School students will asked to: a) Voluntarily withdrawal b) Be suspended from the course c) Finalize a course mark for the discontinued course(s)

- ◆ For single credit modules in CTS, the teacher will determine if the student is able to complete the necessary work to meet the outcomes in the module. If it is determined that they are unable due to absences, then they can be removed from single credit modules and notification will go home from the office.
- ◆ All absences due to participation in Marwayne Jubilee Schools co- or extra-curricular events will **not** be counted toward the student's total absences in any courses.
- ◆ Every attendance concern will be treated on an individual basis and any student removed from a course may appeal the decision to the principal. Students with medical concerns are encouraged to obtain documentation from the proper authorities to support their appeal.
- ◆ **Extended family vacations:** Visiting other parts of the world and experiencing other cultures is certainly valuable. However, families planning extended holidays should contact the office as early as possible to check student's attendance status prior to vacationing. It is unreasonable to expect teachers to provide coursework on short notice.

F) LATES

- ◆ At the elementary level students should report directly to their homeroom teachers upon arrival at the school.
- ◆ Jr./Sr. high students should report immediately to the office to sign-in.
- ◆ Repetitive lates will be dealt with according to our Attendance Policy [**above 15% of instructional time to date**].

G) TRUANCY

- ◆ All students [including those who have been assigned to specific rooms during virtual and all other classes, including spares] who are deemed to have been truant during class time will be subject to the following consequences:

<u>1st offence:</u>	½ day ISS (including parental contact)
<u>2nd offence:</u>	1 day ISS (including parental contact)
<u>3rd & future offences:</u>	2-5 day ISS & privileges revoked (dances, teams, etc.)
- ◆ If reasonable attempts have been made to correct the issue of truancy (but have been unsuccessful in accomplishing their intent), expulsion shall be the next alternative