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**K – 8 Attendance Policy**

Students are expected to be in school at all times unless excused by their parent or guardian. When parents or guardians do excuse attendance, they are to notify the school by phone call or in writing.

Where in the opinion of the Principal, the attendance pattern of a student is having a negative impact on his or her education, or on the education of other students, the student and parent or guardian are to be invited to a meeting. At this meeting interventions may be imposed for continued attendance. These might include:

1. Requirement that a medical certificate be submitted in order to excuse absences.
2. Involvement of the Divisional Student and Family Counselor.
3. Involvement of Outside Agencies.

27 Nov 01 (51)

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### **Attendance Procedure S1 to S4**

Students are expected to be in school at all times unless they are excused due to illness or family emergency. When students are absent parents/guardians are expected to notify the school about the absence by phone call or in writing.

Student absences will be tracked on a class-by-class basis with absences in each specific course recorded by the classroom teacher. The classroom teacher shall notify the Attendance Committee when a student's absences in any course reach 5, 8 and 10 absences. The committee will meet at the direction of the principal whenever there is an attendance concern. In addition, the classroom teacher shall record the accumulated absences on all report cards.

The school principal shall establish an Attendance Committee of at least three (3) members including the Principal and the Resource Teacher. The purpose of this committee shall be to review attendance concerns and make recommendations regarding a student's class attendance and credit status.

After ten (10) absences in any course, a student may be withdrawn from a course and no credit will be awarded. Withdrawal from a course will be made on the recommendation of the Attendance Committee. Before a student is withdrawn from a course the committee will take into account the nature of the absences and the student's academic standing in the course. The committee shall keep the classroom teacher advised of its decisions.

The Attendance Committee shall be guided by the following procedures:

At five (5) absences, the principal shall meet with the student and may notify the parent(s) of the absences.

At eight (8) or more absences, the principal shall meet with the student and may write a letter to the parent(s) warning of a possible withdrawal from class and loss of credit.

At ten (10) or more absences and on the recommendation of the Attendance Committee, the student may be withdrawn from the course and no credit awarded. The parent(s) will be notified of the withdrawal by the school principal.

A parent/guardian may appeal the withdrawal from a course by writing to the superintendent within one week of the notice of withdrawal from the principal.

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