

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **ATTENDANCE POLICY FOR HIGH SCHOOL STUDENTS\***

POLICY - **JEC-R\***

Approval Date - 27/03/2006

Cross Reference - **JE JH**

Resolution # - 80/06

Implementation - 27/03/06

Legal Reference -

Last Reviewed – 23/04/12

The following definitions are important in the interpretation of this regulation:

**Excused Absence** - home and school agree that absences are acceptable, thus excusable.

**Unexcused Absence** - home may regard this excuse as excusable but the school feels the absence is not valid or excusable. Questionable absences should be checked with the school in advance.

**Truancy** -neither the home nor the school accepts the absence as excusable.

## ATTENDANCE EXPECTATIONS

- Students are expected to attend all classes.
- Students not present in class are considered absent.
- School attendance expectations will apply to all school/classroom events/activities.
- Students are expected to be punctual for all classes/events.

## ATTENDANCE PROCEDURES

1. Students who are unable to attend school due to unexpected illness, injury, or family matters should have the parent/guardian phone the school attendance person or Principal between 8:30 -9:00AM for morning absences or day absences, and between 12:30 -1:00PM for the afternoon absences.
2. Students who know they will be absent from school must bring a Request for Absence form (Form [JE-E](#)), completed by their parent/guardian, to the school's attendance person or Principal, prior to the absence.
3. The school attendance person or Principal may contact the residence of any student who is reportedly absent after 9:30AM for the morning absences, or 1:30PM for the afternoon absences.
4. Any student who has been absent and has neither brought in a note explaining the absence, nor had parental/guardian/school contact by phone, is to bring a note explaining the absence upon the student's return to the school. This is a student responsibility and failure to bring a note may result in student being deemed truant.

5. Students who are absent from school for any reasons are expected to "catch up" on notes, assignments and/or tests/exams missed during their absence. This is a student responsibility and not a requirement for the teacher. Staff are willing to assist the student but the initiative must come from the student. Students missing tests/exams are subject to the test/exam policies of their school.
6. Each school administration is responsible for defining what constitutes a "late for class". A late for class will equal one-half (1/2) of an absence. Each two (1/2) lates will equate to one (1) absence for the purpose of this policy.
7. Removal from class by a teacher will count as a full day's absence from that class.
8. A maximum of ten (10) absences for any and all reasons (both excused and unexcused absences) will be allowed for any semestered one-credit course. Maximum allowed absences for all other courses will be proportional. (i.e.)
  - 1/2 credit for semestered course -5 absences
  - 1/2 credit non semestered course -10 absences
  - 1 credit non semestered (alternate days) -10 absences
  - 1 credit non semestered (every day -30-40 min periods) -10 absences/semester
9. Teachers will notify parents verbally when a student reaches five (5) absences or equivalent in a course. At eight (8) absences or equivalent the school will provide written notification to the parents/guardians. School personnel will give the particulars for the student's absences and the implications regarding the Divisional attendance policy.
10. When a student has eleven (11) class absences or equivalents recorded (see item #6), the student may not be allowed to continue in that course, subject to examination of extenuating circumstances. The extenuating circumstances are considered on a case by case basis by the school administration and may include reference to the accumulated course absentee record. Any decision to have the student withdrawn from a course may be appealed by parent/guardian/student. Notification of being withdrawn from a course must be communicated to parents/guardians or student if student is of age of majority, with a letter that describes the appeal process available to follow. Any appeal must be lodged with the Principal by the end of the next school day after notification of removal from course(s). Student will not be removed from course(s) until the appeal decision is determined. The student may appeal the decision of the school to the Superintendent and ultimately to the Board of Trustees.
11. Extenuating circumstances may include illness, medical appointments verified by physician, family circumstances, absentee course record, and other items as deemed acceptable by school administration.
12. Truancy is unacceptable in all situations. Student truancy will be dealt with according to individual school policies. In all schools, truancy as a part of the first 10 absences will certainly affect considerations given to any application for appeal process or reconsideration.
13. Students serving either in school or out of school suspensions are considered absent from each of the classes they miss throughout the duration of their suspension. Students exceeding the allowable absence maximums in any course(s) due to suspensions may be withdrawn from those Course(s) and denied credit(s);
14. Students who discontinue a course as outlined in this attendance policy, may also be denied the privilege of remaining on the school grounds or will be assigned to a supervised designated area within the school, for the period of time which that course was scheduled.

