



ATTENDANCE POLICY & PROCEDURES

STUDENT ABSENCES	TEACHER ACTION	ADMINISTRATION ACTION
<u>On or before the 4<sup>th</sup> absence</u>	<ul style="list-style-type: none"><li>Teacher/Student Meeting to discuss attendance outlining the concern, expectations, and future action.</li><li>Teacher reviews a copy of this policy with the student and directs student to take it home to be reviewed with a parent/guardian</li></ul>	
<u>On or about the 8<sup>th</sup> absence</u>	<ul style="list-style-type: none"><li>Parent/guardian of students under the age of 18 contacted by teacher via e-mail or telephone.</li><li>Teacher meets with student 18 years of age or older.</li><li>Teacher affirms the information regarding student's attendance and progress in the course</li><li><b>Teacher documents</b> time/date/brief overview of contact (preferably in SIRS Activity Tracker)</li><li>Teachers may wish to notify/involve school-based specialists (Guidance Counselors, Learning Strategist)</li></ul>	
<u>10</u> Referral #1	<ul style="list-style-type: none"><li>Teacher refers student to Administration</li></ul>	Administrator meets with student. At this initial meeting: <ul style="list-style-type: none"><li>Review previous interventions with teacher and outcomes</li><li>Discuss situation with student</li><li>Outline potential consequences</li><li>Develop proactive action plan for resolution</li><li>Contact parent – keep them informed</li><li>Monitor student progress</li></ul>
<u>15</u> Referral #2	<ul style="list-style-type: none"><li>Teacher refers student to Administration</li></ul>	If attempts at remediation have not improved student's attendance, administrator will: <ul style="list-style-type: none"><li>Meet with student and parent/guardian to discuss the student's future in the class</li><li>Possible outcomes of this meeting <b>may</b> include Attendance Improvement Plan, Daily Attendance Monitoring, Credit Recovery Plan, Home-supported leave, or class withdrawal</li></ul>
<b>FOLLOW-UP REFERRAL:</b>	<ul style="list-style-type: none"><li>Teacher refers student to Administration</li></ul>	Should the student not comply with the expectations of the school (after 3 or more absences since last referral) and upon administration consulting with the classroom teacher, the student <b>may</b> be withdrawn from the class, and further actions <b>may</b> be initiated in consultation with parents/legal guardian. These possibilities include: <ul style="list-style-type: none"><li>Credit Recovery</li><li>Transitioning to the world of work</li><li>Discovering Choices</li><li>Home/Alternative Education</li><li>Distance Learning</li><li>Alberta Health Services, Special Counseling</li><li>Return to school next semester</li><li>Counsel to withdraw from William Aberhart</li></ul> <p>In this event, a letter confirming consequences will be sent home to parents/guardians and a meeting will be held with parents.</p>