

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

POLICY IE - Student Attendance

Regular attendance in school required.

PURPOSE:

To reinforce the relationship between regular attendance and student achievement.

GUIDELINES & PROCEDURES

1. Section 12(b) of the *School Act* requires students to attend school regularly and punctually. If attempts to resolve attendance problems are unsuccessful, individual cases may be referred to the Attendance Board. The Attendance Board a provincially appointed body which has the power of the Court of Queen's Bench.
2. Programs should be planned at the school level that will encourage students to attend regularly.
3. The Board will designate an attendance officer.
4. Guidelines for High School Attendance:
 - a) The following absences are considered excusable:
 - i) illness with a health-care professional's letter or certificate;
 - ii) field trips, suspensions, and other school related activities;
 - iii) absences approved at the Principal's discretion.
 - b) The following procedures may be applied when a student reaches a level of inexcusable absences as outlined below: (* percentage of instructional days)
 - 5% * - letter from school administrator
 - 10% * - parent meeting and contract
 - 15% *- withdrawn from regular program
 - c) Truancy – (Skipping)

The principal may implement one of the following:

 - i) After first inexcusable absence: a phone call home and letter warning that the student may be suspended for up to five (5) days.
 - ii) After second inexcusable absence the student may be suspended for up to five (5) days. The parents may be requested to accompany the student back to the school. The student may be requested to sign a contract to allow referral to an alternate program.
 - iii) After third inexcusable absence the student may be directed away from regular school programs and encouraged to consider the Universal Outreach Program. Failure to comply may result in:
 - (1) the student be requested to sign a contract;

(2) referral to the Attendance Board.

d) Lateness

Three late arrivals per subject may be considered equal to one absence.

e) Full Time Student

A student who has a course load of fewer than 13 credits in any semester may be withdrawn from the school for the duration of the semester. (Grade 12 students who have planned sufficient credits to graduate will be exempt from this guideline.)

5. Guidelines for Elementary and Junior High School Attendance:

a) Any student missing more than 15% of the school instructional days will be reported to the Attendance Officer for possible further action.

b) Three late arrivals may be considered equal to one absence (attendance taken in morning and afternoon).

c) Guidelines 4. a), b), and c) above may apply to elementary and junior high levels.

REFERENCES

Cross References: links to

[IGD Student Suspension/Expulsion](#)

Legal Reference: School Act RSA 2000 Section 12(b), 15 (1)(b)

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