

Harry Collinge Comprehensive Attendance Policy

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Regular attendance is the primary responsibility of the student and student's parent or guardian. The Attendance Policy of Harry Collinge High School is guided by GYRD Policy 13 (Appeals & Hearings Regarding Student Matters) and Administrative Procedure 330 (Student Attendance) and the Alberta School Act – Section 12 which states:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing the student's studies;
- b) attend school regularly and punctually;
- c) cooperate fully with anyone authorized by the board to provide education programs and other services;
- d) comply with the rules of the school;
- e) account to the student's teachers for the student's conduct
- f) respect the rights of others.

1. Attendance Incentive Program

- 1.1. Attendance Letters - Students with perfect attendance over a month will have a Perfect Attendance Letter sent home to notify their parents of their achievement
- 1.2. Eligibility to Waive an Item of Evaluation - In any course where a student has 6 or fewer absences they have the right to waive their mark on one piece of evaluation (e.g. exam, assignment, project). The 6 absence limit includes all absences regardless of the reason for them. Finals and midterms may not be waived. For the purposes of this policy:
 - A double block absence will constitute one absence unless the absence is a documented skip in which case it will constitute two absences.

Guiding Criteria

- No mark may be waived if the student has not written all of the exams.
- Any mark less than 40% cannot be waived. Students may have the opportunity to rewrite exams/quizzes or resubmit other assignments and projects at the discretion of the teacher.
- In some rare cases, extenuating family or medical circumstances may result in a student missing 6 or more of his/her classes. In the event of such circumstances, absences beyond the 6 absence limit may be appealed to the teacher. The teacher's decision on the appeal is final.

1.3. Incentive Draws – Students in grade 8 and 9 whose attendance is perfect (has no absences except for those accrued during school sponsored events) will have their name entered three (3) times into a prize draw. Students with 95% or better attendance will have their name entered twice (2) and those with 90% to 94% attendance will have their name entered once (1). Draws will occur randomly over the course of the year. Each year approximately 8 draws will occur. At the end of June a grand prize draw will occur for students whose attendance matches the above profile throughout the year.

1.4. Dance Incentive – Students with perfect attendance in the period prior to a dance and following the last dance will receive a discount on their admission fee.

2. Policy Statement and Attendance Procedures:

To be successful in school students must attend regularly and punctually. A high school student may **not** exceed 15 absences in any class during any semester. There are **no excused** absences at Harry Collinge High School. It is expected that incidental illness and other unavoidable absences should not exceed the 15-absence limit. Students who accumulate absences in excess of 15 will be removed from the particular class unless exceptional circumstances exist that warrant some or all of the student's absences being waived (see section 3 for an explanation of waived). Exceptional circumstances will be reviewed by the administration of Harry Collinge High School.

Procedures:

- In senior high absences are accumulated on a semester basis.
- Student attendance may be directly reported at the school or via the school attendance line at (780-865-2521). The attendance line is available 24 hours.
- When a student brings a note signed by a parent to the school as an explanation for their absence the note is to be **turned into the office** and not to the student's teachers.
- When a message is not received notifying the school of the student's absence an electronic messaging system will contact the home indicating the student absence. When email addresses are available a notification will also be sent via email.

- At the FIFTH (5) absence a notification letter will be sent home by the attendance secretary.
- At the EIGHTH (8) absence teachers will contact the student's parent(s). Teachers will be notified when a student has reached their eighth absence by the attendance secretary. No less than THREE (3) attempts to contact parents will be made by the student's subject teacher. Attempts will be made at a variety of times and will be documented as to the time, date, whether or not a message was left, and the contents of the discussion. All documentation is to be recorded into SIRS.
- At the TENTH (10) absence a second notification letter will be sent home by the attendance secretary and the student will meet with an Assistant Principal.
- At the THIRTEEN (13) absence an Assistant Principal will contact the parents via telephone and a 3 to 5 day suspension may be levied to clarify the seriousness of the attendance issue.
- Any absence after the Fifteenth (15) will result in senior high students being withdrawn from the course from which they have been absent. Circumstances will be reviewed by the Administration.
- Any absence after Fifteenth (15) will result in junior high students being reported to the attendance board for further disciplinary action. Circumstances will be reviewed by the Administration.

3. Definitions of Present, Absent, Waived Absences & Administration:

- 3.1. **Administration** is defined as the principal, an assistant principal and /or any pertinent GYRD central office staff.
- 3.2. A student is deemed to be **present** when he or she physically attends his or her regularly scheduled course or when he or she is attending a school-sponsored, extra-curricular, or school supervised activity.
- 3.3. An **absence** is defined as any time a student is neither present in his or her scheduled course nor is attending a school-sponsored, extra-curricular or school supervised activity. Students who arrive to class 30 minutes or more after the bell will be marked absent.
- 3.4. A **waived absence** is defined as any absence that does not count toward the semester 15-absence limit. Absences may only be waived by the administration of Harry Collinge High School. A parent notifying the school of their student's absence does not of and in itself waive the absence.

Waived Absences:

The Administration of Harry Collinge High School may act in a discretionary manner and waive any or all of a student's absences. A waived absence no longer counts toward a student's maximum number of 15 absences. A letter or telephone message from a parent does not in itself waive an absence. No absence may be considered for "waived status" until a satisfactory and valid explanation is forthcoming from the student's parents and/or the necessary documentation is filed.

A student's absences will automatically be waived, upon timely receipt of a valid and satisfactory explanation from the student's parent, when the student:

- a) long term illness (3 or more consecutive days) supported by a note from a physician;
- b) the day is recognized as a religious holiday by the religious denomination to which the student belongs;
- c) requires repeated medical or dental treatments and in advance provides a medical note from the dentist or physician;
- d) family bereavement supported by a call or note from parent;
- e) does not ride on the bus because the bus is not running due to weather or mechanical failure;
- f) the Administration of HCHS has suspended the student from school;
- g) represents his or her province or country in festivals, athletics or other once in a life-time events (as discretion of Administration);
- h) extended family holiday **and in advance** completes the **Extended Travel Form** (see policy 8).

4. Attendance Notification:

It is the legal duty of parents and guardians to notify the school when their student will be absent. Parents / Guardians are asked to telephone Harry Collinge at 780-865-2521 to notify the school of a student absence (or lateness) **on or before** the day that it occurs. Absences may also be emailed to the attendance secretary at penndunn@gyrd.ab.ca. Absences not reported by 2:30 pm on the day they occur will be considered trancies or "skips" until notification is made and/or the proper documentation is filed.

5. Notice of Disclosure:

Where required HCHS will report attendance to outside agencies. (e.g. Probation Officer, Social Services, Child Welfare, Student Finance, Provincial Attendance Boards etc).

6. Student Late Policy

A **late** is defined as any time a student is not present in his or her scheduled course before the designated start time. It is an expectation that students will familiarize themselves with the start time of each period. Students who are consistently late are disruptive of the learning process. Students who are consistently late

- a) will meet with the teacher to discuss their reasons for being late;
- b) will have their parents contacted by the course teacher;
- c) may be assigned to the Opportunity room;
- d) may have to make up the time with the teacher at noon or after school;

- e) may be referred to an administrator should the above fail to correct the situation.

Students who arrive to class 30 minutes or more after the bell will be marked absent. However, it is expected that these students will still attend class to avoid falling further behind in their studies.

Students that are late due to an appointment with a counselor, another teacher, or an administrator should be provided with a note by the person they were meeting with.

7. Attendance & School Dances

Any student with 80% or better attendance at the time of a school dance is eligible to attend provided that they have not been involved in significant discipline issues on or before the date of the dance. In the case of dances attendance will be tabulated to the 80% level from the date of the previous dance. With the exception of suspensions waived absences will not affect a student's privilege of attending dances. Students who have been suspended due to their actions at the dance immediately prior may not attend the next dance. Appeals may be made in writing to the Administration at least one day in advance of the dance. Decisions of the Administration are final. Students who may not attend the dance will have their names posted on a list prior to the dance. Students with perfect attendance should review the incentive portion of this policy.

8. Extended Travel Policy

Due to the detrimental affect of missed classes on student progress parents/guardians are encouraged to plan holidays and extended travel so that they do not conflict with the school year and student learning. When necessary, the Extended Travel Provision Form must be filled out **at least one week prior to the departure date** and turned into the office for approval. It is the responsibility of students and their parents to ensure the form is completed and signed.

There will be no requests approved during the formal exam periods (January & June - exam weeks, Grade 12 Diploma Exams & Grade 9 Provincial Achievement Tests). In the event an absence does occur during these times, where appropriate, it will be the responsibility of the student to make up the missed Diploma Exam at the next sitting. All sitting fees for missed Diploma exams are the responsibility of the student and must be paid before the student will be registered to write the exam.