

EDUCATION: STUDENTS

Policy 501.1-G

THIS POLICY IS CURRENTLY UNDER REVISION. JANUARY 2015.

Student Attendance Requirements

Attendance by Pupil

Every pupil registered in a public school shall be required to attend school daily, and shall not depart without the teacher's consent, but pupils registered in the 12th or 13th years of an educational program may, subject to the approval of the district Superintendent of Schools, be permitted to attend only those classes in which they are registered.

Pupil to provide written excuse

Every pupil of a public school shall, upon the request of a teacher, present a written excuse from his parent or guardian for tardiness or absence, with the reason therefore, and the sufficiency of the reason shall be judged by the principal, who shall recognize as sufficient:

- (a) the sickness of the pupil;
- (b) sickness or affliction in the family;
- (c) a danger to health from serious exposure; or
- (d) other unavoidable cause which makes attendance impractical.

Duties of Teachers

The duties of a teacher include encouraging the regular attendance of all pupils assigned to the teacher.

Duties of Teachers assigned as Principals

Subject to the provisions of the Act, the principal is responsible for administering and supervising the school, and may, in his discretion, exercise paramount authority in matters concerning the discipline of pupils.

Both the home and the school have clearly a responsibility in stressing the importance of attendance and punctuality at school, and in fostering a positive attitude in students toward school attendance. Furthermore, it is recognized that a significant factor in encouraging regular and punctual school attendance is a positive learning environment and school climate.

The following guidelines will serve to identify individual responsibilities and expectations in encouraging daily student attendance:

A student is expected to:

- (1) abide by attendance regulations as set forth in the School Act, the School Act Regulation, and the attendance policies and procedures of their school;
- (2) upon request, bring a written excuse, dated and signed by the parent or guardian, stating the reason for the absence or tardiness;

- (3) obey the school's attendance procedures for late arrival and early dismissal;
- (4) consult with subject teachers regarding class work or assignments missed as a result of tardiness or absenteeism;
- (5) be punctual in attending all scheduled classes.

A parent or guardian is expected to:

- (1) ensure that a student under his/her care attends school as required by the School Act and the School Act Regulation;
- (2) notify the school of student absenteeism or tardiness as outlined in the school's attendance procedures;
- (3) provide a dated and signed written excuse as requested by the school, outlining the reasons for the absence or tardiness;
- (4) counsel students on the importance of daily attendance/ punctuality and their positive effects on learning and achievement;
- (5) accept responsibility for the disruption in a student's education if the student is withdrawn from school.

A teacher is expected to:

- (1) encourage the regular attendance of all students assigned to the teacher;
- (2) counsel students on the importance of daily attendance/ punctuality and their positive effects on learning and achievement;
- (3) notify parents/guardians, counsellors, and school administrators where student absenteeism or tardiness is affecting achievement;
- (4) inform parents or guardians of attendance and tardiness at the regular reporting periods;
- (5) refer students with attendance or tardiness problems to a school counsellor or school administrator for appropriate action.

A school counsellor is expected to:

- (1) inquire into the causes for excessive student absenteeism and tardiness;
- (2) counsel students on the importance of daily attendance/ punctuality and their positive effects on learning and achievement;
- (3) consult with parents, teachers and school administrators concerning students whose achievement is affected by their absenteeism or tardiness;
- (4) where appropriate, refer students to the district's Special Services for assistance;
- (5) initiate conferences with parents/guardians and other appropriate individuals for students who are experiencing attendance problems.

A principal is expected to:

- (1) establish clearly understood school attendance policies and procedures;
- (2) notify parents, teachers and students of the school's attendance policies and procedures at the beginning of each school year;
- (3) be responsible for ensuring that parents and students are informed about the consequences of tardiness and unacceptable absenteeism which may lead to the exclusion of a student from a course or from the school.