

Regina Roman Catholic School Division

Secondary Attendance Practices

1. Attendance Practice Beliefs

- a. We believe that parents and guardians care about their children and desire for them the most effective education possible.
- b. We believe that parents and guardians are the primary teachers of their children, and that their values and beliefs play a significant role in their children's development.
- c. We believe that a student who attends regularly benefits academically from direct instruction as well as from the interaction with his or her peers and teacher, especially in the social and emotional aspects of his or her development.
- d. We believe that the interactive learning experiences lost due to an absence can never be replicated.
- e. We believe that regular attendance and full participation in school activities helps to develop students into responsible, conscientious adults.
- f. We believe that for every action, there is a consequence. Negative actions result in negative consequences, and positive actions result in positive consequences.
- g. We believe that every child has a story, whether positive or negative, and if we are able to learn that story, then we are better able to help the child succeed.
- h. We believe that Catholic schools exist to educate the children of Catholic ratepayers, and to support the Christian faith development of a child in order to support the Christian faith system in the home.
- i. We believe that a commitment to our Catholic philosophy by a student and his or her parent or guardian directly and positively influences a student's attendance.
- j. We believe that we must at all times support section 150 of the Education Act which makes it clear that "... every pupil shall: attend school regularly and punctually; . . .(and) be diligent in his or her studies".
- k. We believe that we must at all times support section 156 of the Education Act which makes it clear that "... every parent, guardian or other person having charge of a pupil who is of compulsory school age shall take all steps that are necessary to ensure regular attendance of that pupil".
- l. We believe all students can and will be successful in every class if they demonstrate the following:
 - i. Attend class regularly and punctually.
 - ii. Come to school each day with a positive attitude and a willingness to work hard.
 - iii. Complete every assignment to the best of their ability and submit all work by due date.

2. Attendance Practice Goals

- a. The purpose of the attached practices is to:
 - i. Create a climate of high expectations for success.
 - ii. Provide every opportunity to learn and student time on task.
 - iii. Develop quality relations between students, teachers, parents and guardians.
- b. Integral to these practices is:
 - i. The desire to involve both the student and the parent or guardian in the academic, social and emotional development of the student.
 - ii. The desire to provide quality feedback to both the student and the parent or guardian regarding the attendance of the student.
 - iii. The desire to create a fair and open process of intervention and consequences to deal with truancy and tardiness.
- d. Teachers and office personnel will be diligent in marking attendance and tardiness accordingly.

2. Secondary Attendance Standards

All secondary mainstream programs of the school division will be consistent in regards to student attendance, behaviour, and success according to the standards provided below:

- a. To ensure the integrity of the curriculum being taught, all students must attend a minimum of 85% of any class for which they are registered in order to receive a final grade for the class. Any student who is absent for more than 15% (15 periods – excused or unexcused – suspensions included) of any particular class will be dismissed from the class.
- b. In order to ensure the integrity of the curriculum being taught, all students must be punctual a minimum of 85% for each of their classes in order to receive a final grade for the class. Any student who is tardy for more than 15% (15 periods – excused or unexcused) of any particular class will be dismissed from the class.)
- c. Absences and tardiness will continue to be monitored if a student transfers to a different school within our school system within the semester. The attendance and tardiness records of that student will be sent to the new school providing the student is enrolled in the same classes as he or she was enrolled in from the school he or she is transferring from. (In special circumstances this may not apply.)
- d. Any student failing a class in semester one, or who is dismissed from a semester one class because he or she is in violation of the attendance standards described in #1 and/or #2 above, will not have the option of repeating the class in semester two of that academic school year. The student's options would be to:
 - i. Attend summer school.
 - ii. Request registration in the class the following academic year.
 - iii. Write a teacher-prepared or Departmental supplemental exam if the class is the last credit he/she needs to meet Ministry of Education requirements for a grade 12 diploma.

6. Appeals Process

- a. In the event that an extenuating personal circumstance occurs that results in a student accumulating more than 15 absences (excused or unexcused), then parents/guardians must complete the Application of Appeal – Extenuating Circumstances (F9110.2) or Application for Exemption – Prior Knowledge (F9110.1) to initiate a formal review.

b. Application for Exemption - Prior Knowledge

Where there are extenuating circumstances an “Application for Exemption” must be presented to the Attendance Committee as soon as it is known that the student will be absent but no later than two weeks before the actual student absence. Such situations may be an opportunity for an educational trip, a stay in the hospital due to surgery, etc. This situation does not necessarily occur in every student’s life. The form “Application for Exemption - Prior Knowledge” must be completed.

c. Application of Appeal - Extenuating Circumstances

There may be situations that are unforeseen and that do not fall under the “**Exemption**” category. These situations may occur suddenly that will put the student beyond the 15 absences. Such situations may be a sudden illness or sudden hospitalization, a funeral, etc. If a student would like to make an “Application of Appeal - Extenuating Circumstances” it must be given to the Attendance Committee as soon as it is possible but not later than three days after the 15th absence. The committee will review the situation and make a decision as quickly as possible as to whether or not the student will be able to continue in the course beyond the 15 absences. The committee may put conditions on the continuance in the course. While the student and the parents/guardians are waiting to hear from the Attendance Committee on this matter, the student will be expected to attend class until official notification is provided