

Students 9111 Secondary Attendance Practices	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	The Education Act, Section 156-161 Policy 12 – Role of the Director
	Status:	Operational

Preamble

All secondary mainstream programs of the Regina Catholic School Division (RCSD) will be consistent in regard to student attendance, behaviour, and success according to the standards provided below:

1. 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 may be dismissed from the class.
2. 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 may be dismissed from the class.
3. Any student who has been removed from a semester one class because they are in violation of the attendance standards may choose:
 - a. To request the course in semester two of that academic year,
 - b. A Summer School option as outlined in *Administrative Application 8770 – Summer School*,
 - c. To request registration in the class through RCSD Learning Online as per registration guidelines,
 - d. To request registration in the class the following academic year,
 - e. To write a teacher-prepared or Departmental supplemental exam if the class is the last 30 level credit needed to meet Ministry of Education requirements for a grade 12 diploma.

It is our responsibility to work with each student and their family to ensure that the student receives the best education possible, and we understand that positive attendance habits allow us to ensure the success of the student. Therefore, in instances where attendance has been identified as a concern for a particular student, each school will

attempt to improve the student's attendance with a number of the following interventions:

- a. Teacher and administrator phone calls to parents/guardians.
- b. Letters or e-mails sent to parents/guardians.
- c. In-School Interventions (student conferences involving counsellors and/or administration; parent conferences involving the student, counsellors and/or administration; pull-out time from regularly scheduled classes to allow for assessment of potential concerns that may be the underlying cause of attendance issues).
- d. Counsellor/administrative interventions and referrals (anger management, personal counselling, drug and alcohol assessment, drug and alcohol counselling, academic testing, et al.).
- e. Learning Resource/Fast Track/Transition Recovery programs that assist students in meeting academic success in classes that they have fallen behind in or which they have repeatedly failed. When students are placed into this type of program, the success they experience tends to result in improved attendance practices by the students.
- f. Renewable attendance contracts signed by students, parents/guardians, and school administration. Each renewal of the contract includes a meeting with the student, their parents/guardians, and administration with any successes being celebrated.
- g. Reduced/adjusted timetable that better meets the needs of a particular student.
- h. Recommendation for alternate placement (St. Luke [ENCORE, QHS], Alternative Education, Cornwall School).

Where consideration has been given (through the use of some or all of the above intervention processes) and the school feels that it has exhausted its options in helping a student with their attendance struggles, the school administration will look at adhering to the above attendance practices in regard to students who go beyond being absent 15% of their classes or who are unsuccessful in passing a class in semester one of any academic year.

Application Process

In the event that an extenuating personal circumstance occurs, then parents/guardians must complete the **Application of Appeal – Emergent Issues (F9110.2) or Application for Exemption – Prior Knowledge (F9110.1)** to initiate a formal review.

Application

1. All parents/guardians and students will be made aware of the attendance practice through:

- a. Personal letters to each family
 - b. School Communications - newsletters, school website links, student handbooks
 - c. Parent information night
 - d. Student grade-level assemblies
2. The administration of each school will determine how attendance and punctuality will be monitored.
 3. Teachers and office personnel will be diligent in marking attendance and tardiness accordingly.

a. **For students 16 years of age or older:**

The following interventions for absences or lates will occur:

- i. At three (3) to five (5) absences or lates, Student Services will be notified to assist the student in being more successful if the concern occurs prior to the semester scheduled Parent-Teacher-Student Conference date.
- ii. At eight (8) absences or lates a letter will be sent with a follow up to discuss the attendance concern and potential solutions. Student Services will continue to monitor.
- iii. At nine (9) to eleven (11) absences or lates a meeting will take place with the stakeholders as determined by each high school administration. Student Services will continue to monitor.
- iv. At twelve (12) absences or lates a letter will be sent with a follow up to discuss the number of absences of the student and to discuss potential solutions. Student Services will continue to monitor.
- v. At fifteen (15) absences (suspensions included) or lates the student will be interviewed and may be dismissed from that particular class and no longer eligible to receive a final grade for that particular class.

b. **For students under the age of 16 years:**

The following interventions for absences or lates will occur:

- i. At three (3) to five (5) absences or lates, Student Services will be notified to assist the student in being more successful if the concern occurs prior to the scheduled Parent-Teacher-Student Conference date.
- ii. At eight (8) absences or lates a letter will be sent with a follow up to discuss the attendance concern and potential solutions. Student Services will continue to monitor the student's progress.

- iii. At nine (9) to eleven (11) absences or lates a meeting will take place with the stakeholders as determined by each high school administration. Student Services will continue to monitor.
 - iv. At twelve (12) absences or lates a meeting will take place involving all the stakeholders as determined by each high school administration. Student Services will continue to monitor the student's progress.
 - v. At fifteen (15) absences (suspensions included) or lates the student may be dismissed from that class and will no longer be eligible to receive a final grade. One of the following will occur:
 - (1) Alternate placement within the school for the purpose of study hall or LRP/tutorial.
 - (2) Alternate placement at Cornwall (grade 9)
 - (3) Alternate placement at St. Luke (grade 10)
4. All interventions must be clearly documented for all students.
5. All students will have an opportunity to register for the course (if offered) in another semester.
6. **Application Process**
Each school will create an Attendance Committee to deal with applications.
- a. Application for Exemption - Prior Knowledge (F9110.1) (Available at schools)
Use this form when there is advanced knowledge of a student's absence. This form must be submitted to the school's main office as soon as possible. This form should be submitted at least two weeks prior to the time the student will be away.
 - b. Application for Exemption – Emergent Issues (F9110.2) (Available at schools)
This form must be submitted to the school's main office as soon as possible. Use this form when there is an unforeseen situation which has required the student to be absent. Medical documentation may be requested to support this completed form.
7. **Attendance Committee** will consist of a minimum of two (2) people including administration from each school. The committee will deal with all applications within their own high school. The committee will meet within five (5) days after an **Application for Exemption – Prior Knowledge (F9110.1)** or an **Application of Appeal – Extenuating Circumstances (F9110.2)** is filed. The committee will notify the applicant after their meeting of their decision. 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.