



## **COLD LAKE JUNIOR HIGH SCHOOL ATTENDANCE POLICY**

The following Attendance Policy is in accordance with the following governing boards: **Alberta School Act** sections 13 and 14 which states that, “every child must be in attendance at school and maintain an acceptable pattern of attendance.” **NLPS Administrative Procedure 330** regarding the expectations of students who are registered in NLPS schools.

Cold Lake Junior High School requires that students attend school every day so that students may achieve at their full potential. Because student attendance is a priority, the staff carefully monitors attendance and holds students and parents accountable for good attendance. Attendance is taken at every block. Students are expected to cooperate fully by being on time for attendance.

### **Absences**

We ask all parents/guardians to contact the school office before 8:30 am or use School Engage to inform the school that their child will be late or absent for all or part of the day. When this information is not received by 9:15 a.m., the student’s absence will be recorded as an unexcused absence.

A student’s absence shall be considered excused for the following reasons: personal illness, serious illness in the family, medical, dental, optometrist, chiropractic appointments, or for personal reasons such as funerals, court, weddings or religious ceremonies.

### **Unacceptable Attendance Record**

When dealing with student absenteeism, the teacher monitors/tracks attendance and tardiness. The teacher will contact the parent or legal guardian to determine the cause of the absences after when there is a concern for the student learning progress. We may request a meeting with the student and parent or legal guardian, to discuss irregular attendance. Further action may be taken with consultation with the district representative and refer the matter to the Provincial Attendance Board. Please see AP 330 below for more information.

## **Administrative procedure 330**

### **Background**

Regular attendance at school is essential if educational benefit is to be maximized. Responsibility for maintaining acceptable attendance rests with the parent and/or the student. The school has a responsibility to keep the student and parent regularly informed of attendance requirements and status.



Procedures utilized in connection with student attendance shall be in accordance with the laws of natural justice. The main purpose for pursuing attendance problems must be with the intent of improving attendance and encouraging students to remain in school. The Division has recourse to the Provincial Attendance Board.

## **Procedures**

Students shall attend every class.

A Principal may excuse from attendance any student whose absence is: the result of participation in a school activity authorized by the Principal; or previously arranged with and acceptable to the school administration. Student attendance shall be monitored on a daily basis.

Each school shall record the attendance of each child on at least a daily basis. A record of excusable and inexcusable absences shall be maintained for each student. Responsibility for proof of excusable absence rests with the parent or legal guardian, or with an independent student; and where a student and/or parent or legal guardian has been advised of an inexcusable absence, they shall have three days from receipt of the notice to provide proof that the absence was excusable.

In dealing with student absenteeism the following sequence of events shall occur. These steps reflect the shortest route possible, not the required time frame. Sufficient time must be provided between each step to allow for adequate communication and adjustment in behavior.

Step 1 - The student and/or the parent or legal guardian shall be advised of the attendance record, the procedures and potential consequences of further truancy.

Step 2 - The student and parent or legal guardian shall be advised of the inexcusable absences and reminded of the potential outcome.

Step 3- The school shall do at least one of the following: Meet with the student and parent or legal guardian; Advise the parent or legal guardian of the situation by signature mail; and/or Require the student to consult with counseling or community support services; Suspend the student.

Step 4 - Proceed with one of the following and confirm the action by signature mail.

For a student under the age of 16, the Principal may refer the matter to the Superintendent. After attempts by the Superintendent to enforce attendance have not been effective, the Superintendent may refer the matter to the Provincial Attendance Board.



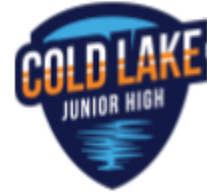
## Cold Lake Junior High School

5533-48 Avenue, Cold Lake, AB T9M 1V7

Phone (780) 594-5623

Principal Chan Cusson

Assistant Principals Twila Moore and Colleen Yoshida



For a student 16 years of age or older, the Principal will request the withdrawal of the student. Where the student refuses to withdraw, the Principal may recommend to the Board through the Superintendent the student's expulsion from the appropriate course(s)

### Reference

Section 1, 13, 14, 15, 60, 126 School Act