

## **STUDENT SCHOOL ATTENDANCE POLICY**

### **Preamble**

The Board believes that regular school attendance and punctuality is necessary to enable students to develop to their maximum potential.

The school administration will ensure the school rules of conduct include clear and consistent expectations for attendance, as laid out in this policy, and that these expectations are communicated on a regular basis to students, parents/guardians and staff.

School attendance guidelines are outlined in the attendant regulations and referenced in the appropriate sections of the School Act.

In secondary schools, the final grades assigned to students often have great significance for the students' lives and futures. It is important, therefore, that students attend all classes and if absent, arrange for work to be sent home for completion in order for them to receive credit for their courses.

### **Policy**

The Board's primary goal is to provide an appropriate educational program for all students. In order that this goal can be realized, it is necessary that all students attend school regularly. While illness and similarly emergent circumstances necessitate some absence, students are expected to attend school during scheduled school hours.

The Board recognizes that the major responsibility for school attendance rests with parents and students, but it realizes that teachers, school administrators and the Board itself are also involved.

Because students' knowledge, skills and attitudes are enhanced through regular school attendance, Maria Montessori Academy has established clear and straightforward attendance procedures and will communicate them effectively and enforce them consistently and fairly.

Finally, the Board recognizes that in some instances the right of a student to remain in school is forfeited when he/she fails to attend regularly and/or

promptly.

### **Policy Objectives**

1. To ensure students are attending school regularly.
2. To maintain a procedurally fair method for reviewing attendance.
3. To ensure that all concerned know the procedure.

### **Administrative Procedures**

1. Teachers must make every effort to contact with students who have been away on illness and ensure that the students have work sent home so they will not fall behind.
2. Teachers should inform the administration when they are concerned that a student is missing too much school time. The administration will contact the home and review the policy with the parents, if there is no apparent reason why the child is missing classes.
3. At the secondary level where courses count for credit and for graduation, students must not miss more than 10% of the time (that is 8 or 9 classes throughout the year/ semester) on any course without a doctor's note. If they have missed over that number of classes, the student will need to repeat the course the next time it is offered, and the student will be given a "W" (withdrawn) for a grade. Parents and students must meet with the administration when this is done.
4. At the secondary level, if a student misses a scheduled provincial exam, that student must write that exam at the next scheduled setting, often a couple of months away.

School Act: Section 2, 6, 94

School Act Regulation: 4(1)(c) Duties of teachers

5(8) Duties and power of Administrative Officers