

- x At twenty (20) full day absences, attendance concerns will be referred to the school's Superintendent for further action. Further action may include a phone call, letter, or parent meeting.
- x Once a student has missed 20 consecutive days, the student will be removed from the daily roll call and their name forwarded to the school's Superintendent for further action/tracking.

For High School Students

- x If prior contact has not been made with the family OR the school has identified a concern with the student's attendance, at seven (7) semester class absences or three (3) block system classes, school administration will inform the parents/guardians of the concern by sending them an Absence Notification Letter. The student and their parents/guardians may be asked to meet with school personnel.
- x At eleven (11) semester class absences or five (5) block system classes, school administration will contact the parents/guardians to discuss the student's attendance and, where there is a concern, arrange a meeting to discuss the concern and develop a plan for moving forward.
- x At fifteen (15) semester class absences or seven (7) block system classes, and where there is a concern, the student and his/her parents/guardians will be required to meet with the school team to discuss the attendance concerns and next steps. Next steps may include revisiting the plan or removing the student from the class.

For Students Over the Age of 16

- x Once a student has missed 20 consecutive days or 10 block system days, the student will be removed from their classes and their name forwarded to the school's Superintendent for further action/tracking.

LATES

Students who are chronically/habitually late may be subject to progressive discipline, as determined by school administration, leading to possible removal from the class.

Students who miss the class instruction OR 20 minutes of class time may be marked absent from class.

Reference: Section 156, 157, 158, 159, 160, 161, 162 Education Act

June 6, 2023