

## ATTENDANCE POLICY

1. **Daily Automated Phone calls:** Accurate Daily Attendance is imperative, as the following polices & exemption polices are all based on your entries.
  
2. **1<sup>st</sup> Attendance Letter:** *Learning Strategies (LS) Teacher* notifies Colleen (via email) who will send a letter home.
  - A. **5 absences in a 3 credit course** (all Quarter courses are 3 credits)  
Courses include: Art 10, Drama 10, Psychology 20, Calm 20, Religious Studies, Social 16-26, Science 16-26, CTS courses ending in “A” (ie: Foods 1A-2A), and some PE 10’s (Check with office for clarification if unsure).
  - B. **7 absences in a 5 credit course** (also CTS courses ending in “C” (ie Foods 2C/3C, Constr Tech 2C/3C)
  
3. **Learning Strategies Teacher Phone Call Home:** *LS teacher* or classroom teacher will phone students home after the first letter has gone out and when due for a 2<sup>nd</sup> letter and before Admin meets with students. Enter any and all phone calls in SchoolLogic – in DASHBOARD under Activities.
  
4. **2<sup>nd</sup> Attendance Letter (Referral to Administration):** *LS teacher* forwards the name of the student to Colleen by dropping off the completed “attendance checklist” on her desk. Then Kyle (Gr. 11) and Doug (Gr.10/12) will meet with the student and follow up with a second letter to the parents. A record of both the letters going home is kept in Activities. Activities (under DASHBOARD) can be used by all staff to document discussions with student and parents.
  - A. **8 absences in a 3 credit course**
  - B. **10 absences in a 5 credit course**
  
5. **Withdrawal of Credits:** *Course teacher* to discuss attendance, lates, achievement and performance with *LS* teacher. From this discussion referral may proceed to Administration for possible withdrawal of credits. Please record discussion in Activities. Credits in CTS courses will not be withdrawn completely as poor attendance results in loss of credits. The exception to the above would be when the student’s poor attendance negatively impacts the learning of others. Admin meets with the student and a letter sent home to parents with an email advising course teacher. The student is expected to continue to attend that class for attendance purposes and work on other subjects until the end of the quarter or semester. Withdrawal of credits is also noted in Activities. Students who have lost credits are taken out of SchoolLogic so teachers have to keep a hard copy of their attendance. (Subject teachers should notify LS Teacher, not Kyle or Doug).
  - A. **11 absences in a 3 credit course**
  - B. **15 absences in a 5 credit course**