



BOARD OF EDUCATION
School District No. 57
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
(250) 561-6800

POLICY

5131.4

STUDENT ATTENDANCE – SECONDARY SCHOOLS

APPROVED: 1997.02.04

REVISED: 2004.04.27

POLICY

It is the responsibility of all students to attend every day all classes in which they are registered.

Responsibility Centre: Assistant Superintendents
References: School Act, Sections 6, 26 and 85
Policy 5131 District Code of Student Conduct



STUDENT ATTENDANCE – SECONDARY SCHOOLS

PREAMBLE

This policy provides a consistent framework for secondary schools address student attendance.

Approved: 2004.04.27



STUDENT ATTENDANCE – SECONDARY SCHOOLS**REGULATIONS:**

1. Students will attend all classes for the courses in which they are registered.
2. Attendance and the application of this policy will be considered on a course-by-course basis.
3. Teachers are responsible for monitoring attendance in their classes.
4. Students who fail to attend a class and who are unable to provide written notice from the parent/guardian that indicates awareness and approval of the absence or students whose parent/guardian did not give the school advance notice of an absence will be considered to be absent without excuse. Such students shall be subject to the following process of progressive discipline:
 - 4.1 Upon the first offence:
 - 4.1.1 The parent/guardian shall be informed by telephone contact by the classroom teacher or, in those cases where telephone contact cannot be made, in writing by the school. A record of all dates of contact will be kept by the teacher and the school. A Saturday School or similar consequence may be assigned at this stage. A copy of the attendance policy shall be provided to the student and to the parent/guardian.
 - 4.2 Upon the second offence:
 - 4.2.1 The administration shall inform the student and the parent/guardian that the student has been absent without excuse for a second time
 - 4.2.2 The principal or vice-principal will meet with the student to emphasize the seriousness of continued truancy. The parent/guardian will be notified that this meeting has occurred.
 - 4.2.3 One or more Saturday Schools or a similar consequence may be assigned at this stage.
 - 4.3 Upon the third offence:
 - 4.3.1 The administration will suspend the student for a maximum of two days or until the parent/guardian can attend a meeting with the student and the principal or vice-principal to review school and district attendance policies, whichever comes first.
 - 4.3.2 The administration will provide the student and the parent/guardian with formal notice that any subsequent offence will result in the student being withdrawn from the course from



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which the absence is occurring and any adjacent courses under the provisions of Regulation 4.4.2. In those cases where the school district provides transportation to the student, the notification will inform the parent/guardian that they or the student will be responsible for mid-day transportation.

- 4.4 Upon the fourth offence:
- 4.4.1 The administration shall withdraw the student from the course from which the student was absent without excuse.
 - 4.4.2 The administration shall withdraw the student from the course or courses adjacent to the course referred to in 4.4.1, such that the student attends school for only the morning (if withdrawn from the afternoon courses) or the afternoon (if withdrawn from the morning courses).
 - 4.4.3 The administration shall notify the parent/guardian in writing of the courses from which the student has been withdrawn. In those cases where the district provides transportation to the student, the notification will inform the parent/guardian that they or the student is now responsible for mid-day transportation.
 - 4.4.4 Any student withdrawn under Regulation 4.4.2 is not to be on the school property during these periods without the prior permission of the principal.
 - 4.4.5 The parent will be informed of the above actions by telephone and in writing.
- 4.5 School principals and vice-principals may apply to the Superintendent of Schools for reconsideration of the actions required under this section when circumstances justify such reconsideration.
5. Students who are involved in organized school events or groups such as athletic teams, band, etc. shall not be considered absent without excuse when they are participating in these activities; however, in advance of every such absence, the student must provide notice to the course teacher(s) and written permission to participate from the parent/guardian. Posting a list of participants, team members, etc., does not constitute notice to the course teacher(s).
6. When, in the opinion of the teacher, the planned absence will have a negative impact on the student's academic performance, the student and the parent/guardian should be so advised.



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7. Students are responsible for all course work and assignments missed during any absence from class. Where prior notice has been given to a course teacher that a student will be absent from class, or where the student is absent as a result of illness, injury or family emergency, the teacher will provide a brief outline of course work to assist the student in his/her studies during this absence. In the case of a student being absent without excuse, the course teacher may provide a brief outline of course work but is not obligated to do so.

8. This policy shall apply to all students attending secondary school in School District No. 57, except those students for which attendance is part of an individual education plan (IEP).

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ADMINISTRATIVE PROCEDURES:

1. School administrators shall communicate this policy to students, parents/guardians and staff.
2. School administrators shall develop policies and practices within their schools to ensure effective implementation of this policy.
3. Assistant Superintendents will review the implementation of this policy with each school's administration and staff and monitor the effectiveness of this policy.

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