

## **ATTENDANCE POLICY**

Please note that the entire Attendance Policy may be viewed on the school website:

<http://www.sd43.bc.ca/secondary/centennial/Pages/default.aspx>

The purpose of the attendance policy at Centennial School is to make students, parents and staff more responsible around student attendance. The staff at Centennial believes that this increased focus and responsibility will help our students become more successful.

### **STUDENT ABSENCES**

Students are expected to attend and be on time for every class. If a student misses one or more classes during the day without excuse, the school's auto dial system will leave a message at the home to make you aware of the absence. You may contact the school to find out which class(es) your child has missed. If a student is absent, the student must give a written note to the teachers and the office for any day(s) he or she is away. A parent can also contact the office at 604.936.7205 to make the school aware of an absence. The written note should include:

1. Student's name and student number
2. Reason for the absence
3. Date(s) of the absence
4. Parent or guardian signature

In order for the absence to show as an excused absence in the school records, the student must take the note, signed by all of the student's teachers, and submit it to the office.

If a student will be absent for an extended period of time, the student's parent or guardian should contact the counsellor. The counsellor will contact the classroom teacher(s) and inform the student of missed assignments and homework.

### **ABSENCES OTHER THAN ILLNESS**

While the school is not in a position to grant or deny permission to any student to miss school for an extended holiday period, credit cannot be given for work that is not done. When planning for an absence, parents and students should understand that teachers cannot possibly pre-teach or post-teach the lessons; therefore, students missing classes lose essential instruction. Consequently, an absence may lower the achievement mark for a course. If a parent determines that a student will be away during school time, the student and/or the parents are asked to contact the school well in advance of an upcoming vacation. It is important that students plan and work ahead, in order to minimize the effect of an absence on their schooling. Every consideration will be provided to a student in the event of a compassionate leave. In order that students and parents not be misled and suffer possible disappointment, it must be clearly understood that:

1. A letter of request outlining the reasons for the absence, expected duration and departure date must be written to the school.
2. Students will obtain a "prior arrangement" form from their counsellor.
3. Students will have teachers complete the form and have the form signed by parents and their administrator and then returned to their counsellor.

### **ATTENDANCE SUPPORTS AND PROGRESSIVE DISCIPLINE**

#### **Positive Reinforcement**

- Perfect attendance for a month, get name in for a draw for a prize such as a Centennial clothing item.
- Perfect attendance for a semester – name in draw for a prize such as a free grad ticket or yearbook.

#### **Progressive Discipline for Chronic Absenteeism and Tardiness**

- Teacher meets with student. An unexcused absence may result in the student making up the time at the beginning of the day, during their free block, after classes and/or during Friday tutorials.
- Teacher makes confirmed contact with parent – either speaks to or receives email reply. Record is kept regarding parent contact - date and summary of conversation.
- Teacher begins collaboration with counsellor. Initial collaboration will include details of teacher's conversations with the student and parents. Attendance plan is collaboratively developed and could include daily/weekly check-ins with counsellor, attendance monitoring duotang, involvement of Youth Worker and/or Drug and Alcohol Prevention Worker, making up missed time.
- Teachers and counsellors begin collaboration with the administration, who will all be involved in the support/disciplinary effort.
- After consultation, consequences may include, but are not limited to: loss of lunch break, make-up time and learning outcomes in an in-school suspension room, community service, altered schedule or a behaviour/attendance contract.