

Centennial School – Attendance Policy and Progressive Discipline

Reference: Section 65, 85, School Act

Form 140-1 Student Internet Registration Form

Attendance Policy & Progressive Discipline

Rationale

Purpose

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.

Attendance

Regular attendance is required of all students in all classes. Regular attendance results in better academic performance. A well planned class provides a learning opportunity for the students every day. If a student is absent, he/she is the one who is losing the educational benefits. Many times it is impossible to make up the missed experience – at least in its entirety – and to gain from this learning experience to the same degree that students would through the group involvement in regular class.

Irregular attendance usually results in poor achievement. Absence for any cause in no way relieves a student of the responsibility for completing the work of a course to the satisfaction of the teacher. Students who are unavoidably absent due to illness or an excused absence are responsible for class work or assignments missed. Students who are going to be absent for an extended period of time (3 or more days) should advise the school (contact the counsellor). Parents are asked to notify the school by telephone of their son/daughter's absence on a daily basis (preferably prior to 8:00 a.m.).

Parents are required to verify all student absences.

Repeated absences will result in progressive discipline as per school policy.

Lates

It is expected students will be in classes on time. Habitual lateness creates a loss of learning time and creates a disruption to the educational process in the classroom.

In cases when lates are too frequent and/or protracted, and learning is being impacted and the classroom is being disrupted, progressive discipline will occur as per attendance and progressive discipline policy.

Extended Absences

The staff and administration of Centennial strongly caution families from taking vacations during a semester, or leaving school prior to the normal closing date. Students missing classes lose essential instruction. During the planning for an absence, parents and students should understand that teachers cannot possibly pre-teach or post-teach the lessons, nor provide make-up assignments to cover all the material that will be missed. Since a student presumably needs to attend the full course to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade. Occasions do arise where absences are necessary.

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When this is the case, the school will make every reasonable attempt to reduce the negative impact to the student's educational program. The intent is to help students maintain a high academic standing. In order that students and parents may 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.

Responsibilities

Students:

- Arrive at school on time with all necessary materials.
- Arrive on time to class after breaks and lunch.
- Give notes to teacher and then to office excusing any absence or significant lates.
- Take responsibility at the end of the class to remind teachers to change attendance record from an "Absent" to "Late" when arriving late to class.
- Let teacher know in advance as much as possible regarding absences.
- Responsible for completing missed work after an absence and obtaining class notes from a classmate.
- Any student wanting to sign out prior to the end of classes should report to the office. If the student does not have a note, their counsellor will contact the parent/guardian before the student is released.
- Students who are absent from their scheduled classes on the day of an extra-curricular activity may not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments and for other absences where prior approval is obtained through an administrator. Athletes should refer to the detailed athletic policy regarding absences and participation.
- For daily excuses, the P.E. department requires a note from the parent. The student will do a written assignment related to health or physical education, or will perform service duties for the P.E. department. To be excused over a long period, the student must submit a medical certificate from a doctor. In this case, the student will do service work, a project or be temporarily registered in another class.

Parents

- Ensure student leaves house with sufficient time to arrive at school on time for their first class.
- If driving, drop off students at the front or side of school at least 10 minutes before their class is scheduled to begin.
- Book appointments for student outside of class time.
- Provide written notes outlining reasons for absence and/or lates. Alternatively, call the school office (604-936-7205) prior to 8:30am to inform the school of child's absence.

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- Ensure the school has current phone contact and email information.
- Initiate and maintain regular contact with the school through phone calls and email contact with the staff, attending parent/teacher interviews and school functions, and reviewing school's website for calendar and general information.
<http://www.sd43.bc.ca/secondary/centennial/Pages/default.aspx>
- Assist in ensuring their child has adequate sleep.
- Plan holidays for scheduled school holidays.

Teachers

- Records and submits attendance daily.
- Work collaboratively with students, parents, counsellors and administrators to support regular attendance and promptness, adhering to attendance and progressive discipline policies.
- Maintain regular communication with parents and keep records of their interactions.
- Arrive to class on time.
- Ensure students remain in class for the entirety of the class under all circumstances.
- Provide lists of students attending field trips, athletic events and/or other school functions to the office prior to the event.
- Obtain email addresses for every parent.

Counsellors

- Work collaboratively with teachers, students, parents and administrations to support regular attendance and promptness, adhering to attendance and programming discipline policies.
- Assist in the monitoring of student attendance and behaviour contracts.

Administrators

- Work collaboratively with students, teachers, counsellors and parents to assist students in attending regularly and arriving to classes on time as per attendance and progressive discipline policies.
- Assist in monitoring student behaviour and attendance contracts.
- Run bi-weekly attendance reports, and every month send attendance reports home in cases where a student has high absenteeism.
- Send letters home scheduling parent attendance/participation in the parent/teacher interviews.

Attendance Supports and Progressive Discipline

Two Strands to Attendance Support and Progressive Discipline Policy

1. Positive Reinforcement

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

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2. Progressive Discipline for Chronic Absenteeism and Tardiness

• **Unexcused absences:**

- 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, during tutorial or after classes.
- Teacher makes confirmed contact with parent – either speaks to or receives an email reply.
- Record is kept regarding parent contact - date and summary of conversation.

• **Continuation of Unexcused Absences and/or repeated lates:**

- 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 card, involvement of Youth Worker and/or Drug and Alcohol Prevention Worker, making up missed time and learning outcome in the class, learning center, or counselling center etc...
- Students will be expected to complete the "learning outcomes" missed during their absences. Students will work until learning outcomes are met.
- Counsellor to contact parent.
- Teacher will continue to communicate with parent re: daily/weekly attendance progress and to collaborate with counsellor.
- Teachers, and counsellors begin collaboration with the administration, who will all play a part of support/disciplinary effort.
- After consultation consequences may include, but not be limited to: loss of lunch break, make-up time and learning outcomes in in-school suspension room, community service, altered schedules, in-school parental supervision, behaviour/attendance contract, SBC referral, etc.

• **Continued Chronic Absenteeism and/or Lates**

- At reporting time in consultation with teachers, counsellor, parent, student and administration options will be discussed such as whether student has earned the right to receive credit for course, repeat course next semester or year, repeat course in an alternative setting or through different presentation model, repeat course at summer school, withdrawal from course etc...
- ***Note:** *There will be cases where administrator's discretion is necessary in making a decision. These may be cases where a student's absenteeism is due to special circumstances. Interventions may include but not limited to attendance card, referral to SBT, referral to Mental Health, Ministry, Counselling and/or medical assessment, Hospital Homebound, altered schedule or program, etc...*