

## **Attendance Policy**

Semester courses are completed in approximately eighty class periods of sixty minutes, and regular attendance is an essential criterion of academic achievement. In order to encourage consistent attendance, Kennebecasis Valley High School has adopted the following policy:

Any missed class\* or classes will result in an attendance file being created on EDLINE. Parents that have included their email in their registration to EDLINE will receive an email notification indicating that an attendance file had been created for that specific course. Parents without email notification can check their students' attendance at any point during the semester. If parents or guardians are aware of the absence and a written excuse is provided (other than school sponsored activities) then no further response is necessary. A second contact with the student's home will be made when a student has missed seven (7) class periods; and a further notice will be issued when a student has been absent for ten (10) class periods. The student will also be interviewed by a vice principal, and referred to a guidance counsellor when s/he has missed ten (10) classes.

When a student has missed twelve class periods, a vice principal will inform the student that s/he must appear before the Attendance Committee and explain his/her absences. Parents/Guardians will be invited to the Attendance Committee hearing also. The committee will decide whether that student be allowed to continue attending classes or be suspended for the remainder of the semester. If the student is allowed to continue attending s/he will not be permitted to miss any class period or to be tardy without an acceptable excuse\*\*. In either case, the student will be permitted to write his/her examinations. The student may return to school in the next semester with a fresh record of attendance.

If a student is suspended by the attendance committee, that student will become an eight day student. This means that the protocol described above will be followed but the steps will occur at 4, 6, and 8 days absent. The designation of "eight day student" will remain in effect until the student graduates.

Students must consider the effect on their attendance of participation in such activities as family trips, school trips, sports, drama, and other extra-curricular interests. Such absences will be counted. Furthermore, students should not be allowed to leave a class in one subject to perform a task related to another subject. Students are also expected to be punctual, and to be in their classrooms before the final bell.

***\*A student who has failed to attend class for any reason is deemed absent.***

***\*\*Documented illness, religious holidays, or circumstances of a compassionate nature (as outlined in the New Brunswick Schools Act).***

## **Appeal Procedure**

The District Appeals Committee is the first level of appeal regarding the suspension of students from school.

Those wishing to appeal must meet first with the school principal or designate before proceeding to the District Appeals Committee.

Each appeal to the District Appeals Committee must be made in writing to Mr. Paul Smith, High School Supervisor, stating the reasons for the appeal. The appeal must be made within ten (10) days.

## **An Attendance Incentive**

Preamble:

It is recognized that there will be circumstances beyond the control of a student that will cause that student to be absent. However, to fairly evaluate the merits of each absence is impossible.

An attendance exemption is a privilege that must be earned based on the following criteria:

A student who has perfect or near perfect attendance during a semester will be allowed to waive one of his/her final exams for that semester, subject to the following conditions:

1. Near perfect attendance is defined as no more than a total of 15 subject classes missed during a given semester. A maximum of 3 absences is allowed in any one class.
2. Two tardies will equal one absence. Note that a total of three absences and one tardy is sufficient to lose an exemption.

Rationale: This increase would lessen the impact of students coming to school ill, attending music festivals, etc.

3. In the event of a death in a student's immediate family, that student is to contact the Principal before or immediately after the absence. A note will be given to the student with a copy to each teacher concerned. A copy will be placed in the student's cumulative record. These absences will not count for this policy.

4. School suspensions will count against the student as it is the student's behaviour that caused the suspension.

5. Students who are absent from subject class because of school sponsored co-curricular or extracurricular activities or because of other reasons for which the school or school district is responsible (e.g. late buses) will be deemed present for the purpose of this policy. Any other absences will be regarded as absences, without distinguishing between those which are acceptable and those which are not. If a student sustains an injury during a school activity and misses excessive classes, that student will not be eligible for an exemption.

6. It is the student's responsibility to advise the subject teacher before (if possible) or immediately after the absence if the absence is school related.

7. The student's behaviour must be deemed positive and acceptable by the teacher in whose subject the exemption is being granted. Also, all tests and projects must be satisfactorily completed.

8. In the event of a discrepancy between the computer records and the teacher's records, the teacher's records will be considered the correct source of information.

9. A student can not eliminate an exam in a course which he/she is failing.

10. The student's mark on a course for which the final exam has been waived will be based on the student's class mark for the course.

11. A student must take five (5) courses during a semester to be eligible for an exemption.

12. A student may choose to exempt only one of two exams in year long courses.

13. Consideration will be given to students who attend diabetic or asthma teaching clinics. These absences must be approved by the Principal in consultation with the appropriate doctor.

14. Students who are absent from subject class because of participation on a Provincial team that is competing at a national competition will be deemed present for the purpose of this policy. It is the responsibility of the student to inform his/her subject teacher.