

 <p>Cree School Board Commission scolaire crie</p>	<h1>SAES</h1> <h2>Student Attendance Policy</h2>	
	<p>Department responsible: Sabtuan Adult Education Services (SAES) Effective date: September 29, 2022 Approved by: Resolution #EC 2022-571</p>	
	<p>References:</p>	<ul style="list-style-type: none"> ▪ CSB Strategic Action Plan ▪ Collective Agreement / Teachers (E3)
	<p><u>Other related policies</u></p>	<ul style="list-style-type: none"> ▪ Admission to Adult Education Programs (SAES-01) ▪ Code of Conduct / students (SAES-02) ▪ Financial Assistance for Students under the In-Community Adult Education Programs (SAES-07) ▪ Student Success (SAES-10) / <i>under development</i>

The Cree School Board is committed to promoting adult student engagement and attendance in positive ways, through learning environments and communities that they want to be a part of, as outlined in the Strategic Action Plan.

Sabtuan Adult Education Services (SAES) offer a wide variety of courses delivered through several modes and attendance is essential to student success. This Policy establishes certain measures to promote attendance and early intervention as needed for students who are registered in Adult Education Programs of the Cree School Board.

1) General Provisions

Principle

1.1. Students must attend all classes as per established schedule and timetable and be present for all scheduled evaluations in class or in the field.

Definitions

1.2. In this Policy, the following words or expressions mean:

- a) **Centre director:** the Centre Director of the Sabtuan Regional Vocational Learning Center or any Centre Director of a local Sabtuan Learning Centre. Where there is no Centre Director, the Coordinator of General Education or Coordinator of Adult Vocation Training as the case may be, will assume this role unless otherwise provided;
- b) **Student Success Team:** composed of the Coordinator of SAES Student Success, the Counsellor in Academic Training, the Academic and Information Counsellor and the Counsellor in reeducation.

2) Requirements

Presence / criteria

2.1. A student is considered present when:

- a) he is in class and on time, and attends the full period scheduled; or,
- b) he attends virtually the course provided by a teacher in another community. This must be authorized by the Director of SAES; or,
- c) he is participating in authorized activities, educational, cultural or otherwise, under the supervision of a teacher, SAES personnel or CSB administration.

On-line

2.1.1. However, in exceptional circumstances, the students may be considered “in class” in the following situations and when on-line synchronous learning is available:

- a) for short-term accommodation¹ due to student illness and approved by the Centre Director;
- b) during Public Health restrictions.

The student must be logged on and present for the full period scheduled.

Centre closed

2.1.2. The student will not be penalized when the centre is closed due to weather, power outages, etc.

3) Responsibilities

Students

3.1. Students are responsible for:

- a) making every attempt to schedule appointments and other commitments outside of their schedule;
- b) notifying in advance or as soon as possible their teacher in case of lateness or absence from class. This shall be done through a documented communication (written notes, e-mail, call, etc.).

Teachers

3.2. Teachers are responsible for:

- a) recording daily attendance electronically (database), late arrivals, early departures and absences of their students;
- b) recording the reason for the absence when provided by the student;
- c) collecting the supporting documents justifying the absences, if any, and attaching them to the weekly attendance sheets;
- d) printing and signing the weekly attendance sheets and ensure a copy is sent to their Centre Director² and to Administrative Services.

¹ Normally not exceeding 2 weeks

² Where there is no Centre Director, this is only sent to Administrative Services

- [Centre Director](#) 3.3. In communities where there is a Centre Director, the latter is responsible for:
- a) ensuring the monitoring of students' attendance;
 - b) ensuring that necessary follow-up is made with a student for absences and that appropriate measures are taken;
 - c) referring a case, if need be, to the Student Success Team.

- [Coordinator of Admin. Services](#) 3.4. The Coordinator of Administrative Services is responsible for ensuring this Policy is communicated to the teachers and students.

4) Appropriate Measures

4.1. In the event of attendance issues, SAES will intervene with the student to find appropriate ways to address the situation. The intervention will vary depending notably if the student provided proper notice and was absent for a valid reason which is defined as:

- [Valid reasons](#)
- a) medical condition for himself or his dependent preventing him from attending class (doctor's certificate may be required at any time but is mandatory after missing 3 consecutive school days). Repeated medical absences may warrant a medical expertise to ensure that the medical condition of the student will not interfere with his studies;
 - b) death of an immediate family member (spouse, child, father, father-in-law, mother, mother-in-law, grandparent, brother and sister) or a person who was permanently residing with the student;
 - c) Public Health restrictions (isolation) or Act of God (e.g., fire, flood, etc.);
 - d) court appearances as a witness or otherwise for civil litigation;
 - e) job interviews;
 - f) other reasons for exceptional circumstances may be considered as valid reasons if approved by the Centre Director and the Director of SAES.

[Absence without valid reason](#) 4.2. When a student is absent without valid reason, the teacher will, no later than the third day of absence:

- a) notify the Centre Director who will follow up with the student and who may involve the Coordinator of Student Success when necessary, or
- b) where there is no Centre Director, notify the Coordinator of Student Success who will follow up with the student.

4.2.1. If the student:

- a) cannot be reached and/or does not provide a justification, and/or
- b) does not return to class within the next 5 school days,

he will be deemed to have withdrawn without authorization and removed from the class list.

4.2.2. If the student returns to class but the absences continue, the Coordinator of Student Success will have a counsellor follow-up with the student.

[Absence with valid reasons](#)

4.3. After repeated or extended absences with valid reasons, the Centre Director:

- a) will assess the file to determine the impact of these absences on the student's success, risk of failure, etc.;
- b) may involve the Coordinator of Student Success when necessary.

[Information to Admin. Services](#)

4.4. The Coordinator of Administrative Services shall be notified by the Centre Director of any absence of a student receiving financial assistance in order to take appropriate measures, notably by holding the training allowance when applicable.

5) Removal from the Class List

5.1. When absences for valid or non-valid reasons appear to have a significant impact on the chances of success of a student, the Centre Director will assess the file to:

- evaluate the level of motivation of the student, and
- determine if these absences jeopardize the possibility for the student to complete the course or program,

in which case, the Centre Director³ may proceed with the removal of the student from the class list.

6) Application of this Policy

[Previous provisions](#)

6.1. This Policy replaces any prior policies of the Board pertaining to this subject.

[Official version](#)

6.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

6.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring that all its provisions are applied and respected.

The Director of SAES is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary. Moreover, the Director may develop any necessary procedures and guidelines in order to implement this Policy.

³ Or the Director of SAES, where there is no Centre Director