

 <p>Cree School Board ᐃᐱᓐᓴᑦ ᑲᓐᑲᓐ Commission Scolaire Crie</p>	<h2>Administrative Policy and Procedures on Student Attendance</h2>	
	<p>Department responsible: General Administration Effective date: March 9, 2006 Approved by: Director General</p>	
	<p>References:</p>	<ul style="list-style-type: none"> Council of Commissioners / Policy Resolution 2006-019 Amended on June 6, 2007 by resolution 2007-061
	<p><u>Other Administrative Policies</u></p>	<ul style="list-style-type: none"> Suspension and Expulsion of Students Youth Protection

Articles in boxes identify the provisions already adopted by the Council of Commissioners in a Board Policy.

1) General Provisions

Purpose **1.1.** This Administrative Policy establishes the basic requirements applicable to students' attendance within the Cree School Board. However, each school may develop and adopt additional requirements based on the provisions established in this Administrative Policy.

Principle **1.2.** Every child must attend school every day, in each year, on which the schools are open from the beginning of the school year following the day on which he attains the age of six years until the end of the school year in which he attains the age of fifteen years.

The Board recognizes that regular student attendance and punctuality are essential to student achievement. It also recognizes that different schools may have different strategies for recognizing good attendance and for intervening to reduce attendance problems.

Student attendance is a responsibility that is shared among parents, students and the Board.

Definitions **1.3.** In this Administrative Policy, the following words or expressions mean:

- a) **parents:** mother, father or legal guardian of a student or the Cree traditional adoptive parent(s) of a student or the person having custody *de facto* of the student;
- b) **SAT:** Student Affairs Technician;
- c) **school administrators:** the Principal or Vice-Principal;

- d) **school community:** parents, students, personnel, etc.;
- e) **school day:** 300 minutes of instruction.

2) Requirements

[Basic](#)

2.1. Students are expected to report to all classes on time, every school day.

[Local strategies](#)

2.2. All schools, in consultation with all stakeholders shall develop a set of strategies to secure full and regular attendance of all students.

[Action Plans / content](#)

2.3. School-based action plans to secure full and regular attendance of all students will:

- a) be communicated to all students, parents, and staff;
- b) apply to all students who are registered with the school according to age or grade;
- c) include a description of responsibilities and methods for promoting student attendance.

[Absence recording](#)

2.4. Attendance will be recorded on a daily basis under the following categories:

- a) each half-day for elementary students;
- b) period by period for secondary students.

[Absence / criteria](#)

2.5. A student is considered present when he is in class or field trips, under the supervision of a teacher, school personnel or administration or any other sanctioned school activities.

A student is considered absent without valid reasons when he does not provide a valid reason through a written note or documented call from his parents.

2.6. The Supervisor of Schools is responsible for:

[Supervisor of schools / responsibilities](#)

- a) ensuring that all schools develop strategies to secure full and regular attendance;
- b) working with school administrators when ongoing attendance problems are identified;
- c) monitoring the implementation of the Action Plans including procedures for compiling, tracking and reporting attendance data.

2.7. School Administrators are responsible for:

[School Administrators / responsibilities](#)

- a) consulting with the school community to develop strategies to secure full and regular attendance of all students;
- b) communicating the board's attendance policy and the school's strategies for promoting full attendance to teachers, students, and parents;
- c) ensuring that students and parents are informed of the consequences of ongoing valid and non valid absences.

Moreover, In conformity with the local attendance policy, the school administration is responsible for:

- d) contacting parents to verify the reason of absence;
- e) reporting to Social Services or Youth Protection, the recurrent cases of absences according to the Board's Policy on the Youth Protection.

2.8. Teachers are responsible for:

[Teachers / responsibilities](#)

- a) monitoring the late arrivals and the absences of their students;
- b) recording absences and lateness (in the blue book when applicable);
- c) notifying school authorities in conformity with the school's attendance policy when students have ongoing absence problems.

2.9. Students are responsible for:

[Students / responsibilities](#)

- a) attending school and arriving punctually;
- b) abiding by the Board's and local school's attendance policies.

2.10. Parents are expected to:

[Parents / responsibilities](#)

- a) ensure that their child arrives punctually and attends every school day.
- b) phone or provide the school with a dated and signed written reason in the event that their child is absent or late.

3) Corrective Measures

For students 15 years of age or under absent without reason over consecutive days:

[First step](#)

3.1. After a three-day absence without reason of a student of 15 years of age or under, the parents are called to let them know that their child has not been in school. The result of the contact is placed in the student's personal file. If the absence is unwarranted and continues, there is a need for a second contact.

[Second step](#)

3.2. The parents are contacted again on the fifth day of absence without reason. The parents will be informed that Youth Protection will be notified of the situation if there is no improvement of the child's attendance. The result of the contact is placed in the student's personal file.

[Third step](#)

3.3. After 10 days of non-valid absence, a referral is made by the Principal to Youth Protection stating that the student in question has been absent from school for 10 consecutive days without reason and that the parents of the child have been contacted on two previous occasions to notify them of the absence. Copy of the referral is sent to the parents. Once this step has been made, the file is closed, i.e. there is no further contact by the school; the student's file becomes inactive and the Board registration system is modified accordingly and the student will have to follow the registration procedure should he wish to be re-admitted to school.

For students 15 years of age and under who are absent without reason on a sporadic basis:

First step **3.4.** After five (5) days of absence without reason during a term of a student of 15 years of age or under, the parents are called or notified by letter (and/or COBA report) that their child has missed five (5) days of school. The result of the contact (or letter) is placed in the student's personal file.

Second step **3.5.** After ten (10) more days of absence without reason during a term (total of 15 days), the parents are called to a meeting with the Principal or Vice-Principal to discuss the case. The parents will be informed that Youth Protection will be notified of the situation if there is no improvement of the child's attendance. The result of the meeting is placed in the student's personal file.

Third step **3.6.** After 15 more days of absence without reason (total of 30 days), a referral is made to Youth Protection stating that the student in question has been absent from school for 30 days without reason and that the parents of the child have been contacted. Copy of the referral is sent to the parents.

For students aged 16 and over who are absent without reason:

Written warning **3.7.** After having missed 15 periods of class time during a term without a valid reason by a student of 16 years of age or over, a written warning is given to the student with a copy to the parents.

Meeting with guidance counsellor **3.8.** Any student 16 years of age or over who misses more than 30 periods or 5 school days without a valid reason (or at the principal's discretion) will have a weekly mandatory meeting with the school guidance counsellor/ SAT until the situation has improved.

After 10 days **3.9.** When a student aged 16 or over has been absent for 10 consecutive days without a valid reason, the file is closed, i.e. there is no further contact by the school; the student's file becomes inactive and the Board registration system is modified accordingly and the student will have to follow the registration procedure should he wish to be re-admitted to school. The Guidance Counsellor should issue a report.

When the student is between 16 and 18 years old, the Principal must contact the parents to notify them of the absence.

4) Application of this Administrative Policy

Previous provisions **4.1.** The present Administrative Policy replaces all other Administrative Policies of the Board pertaining to this subject, while respecting the Council of Commissioners' Policies where applicable. If such Policies are adopted by the Council, the provisions of these Policies will be integrated into this Administrative Policy for the benefit of the reader.

Official version **4.2.** The official version of this Administrative Policy is kept by the Secretary-General of the Board.

Responsibility **4.3.** The Supervisor of Schools is the person responsible for the application of this Administrative Policy.