

Hugh Sutherland School Attendance Procedures



Rational:

The administration and teaching staff of Hugh Sutherland School firmly believe a strong correlation exists between consistent student attendance and a successful learning experience. These attendance procedures exist to promote a beneficial educational experience for all students at HSS.

Further, Section 12 of the School Act requires all students to:

- (a) be diligent in pursuing the students studies;
- (b) attend school regularly and punctually.

Chinooks Edge School Division Attendance Policy also states, “The Board believes, for students at all grade levels, that regular attendance and punctuality are essential if a student is to achieve maximum benefit from his or her schooling.”

Hugh Sutherland School is committed to the full implementation of the Alberta School Education Act which clearly defines student attendance as a responsibility that is shared among parents/guardians, students, teachers, principals and the school board.

Definitions:

A student will be considered truant from a class when he/she is absent from a class without the knowledge or consent of the parent or guardian and the school officials.

A. School Sign Out Procedures:

1. When any student leaves Hugh Sutherland school after attending for a portion of the day, the student is required to sign out at the office and provide confirmation that parent/guardian has given approval for their leaving either with a note or a phone call.

B. Late to class:

1. When a student is late for class, they must obtain a late slip from the office. The office will then change the student from absent to late within Power School. The student must provide the late slip to their teacher in order to get back into class. The student may then be subject to individual teachers late policies.

C. Daily or Period Absences

1. **For any absences, either for a full day or for a period, a parent or guardian must excuse the absence** by phoning the HSS office by 3:30 p.m. the day of the absence.
2. If the parent or guardian has not phoned by 3:30 p.m. to excuse the student's absence, the school auto dialer (SchoolMessenger) will phone home with a notification message.
3. The parent or guardian needs to phone the school leaving a message or speak to the office directly to excuse the absence before 8:40 the next morning. The parent may also provide the student with a signed note by the parent or guardian excusing the absence which is submitted to the office before 8:40 the following morning.
4. **If the parent does not phone the day of the absence, or phone the next morning, or provide the student with a note for the following morning, the student will be called out of class and talked to by the Connect Advisor (CA) that morning** and given until the end of the day to provide the office with verification that their parent has excused their absence from the previous day. **The student will be informed by the office that if they fail to get their absence excused that day, they will receive a noon detention the next day.**
5. **If verification has not been provided by 8:40 the following morning,** the student will be again called out of class, informed that they are considered truant for this previous absence and **the student will be issued a noon detention for that day.**
6. **If a student receives 3 detentions within a course, they will be issued an in school suspension** and parents will be contacted by the office.
7. If a student continues to receive detentions for truant behavior, more in school suspensions will be issued and parents will be requested to attend a meeting at the school.
8. Students who repeatedly use class time to obtain verification for excused absences will be assigned a noon hour or after school detention.
9. Students are responsible for any missed assignments or exams during an absence.

D. Chronic Absenteeism:

1. Student who are **absent 5 times** within a course with either excused or unexcused absences **parents will be notified by the course teacher.** The course teacher will notify administration detailing the contact.
2. Students who are **absent 10 times** within a course with either excused or unexcused absences will be **required to attend a meeting with parents, school administration and subject teachers.** Pending the results of that discussion, the student may be placed on an attendance/performance contract, or removed from the course.