



PRS Attendance Policy

Grades 9-12

This policy is intended to promote good attendance. An absence is defined as any day when a student is not present in class. Please note that the policy may also be used if tardiness becomes an issue. It is recognized that some students will be absent from school for valid reasons such as chronic illness, family emergencies or other unavoidable absences as per the Education Act section 16.

Missed classes will result in the following actions:

5 classes absent/semester *Teacher Action*

- Phone call to parent/guardian to discuss missed classes and policy

7 days absent/semester *Teacher-Student Conference*

- Intervention plan developed between teacher and student
- Phone call to parent/guardian to inform of the plan

10 days absent/semester *Ad hoc Attendance Committee of PLC Team*

- The committee will meet to develop an attendance plan for the student
- Parent/guardian will be involved
- Mitigating circumstances will be considered at this level

Notes:

- A student will be referred to the administration if attendance does not improve. Once 12 days absence is reached the student may be placed on an audit status for the course for the remainder of the semester.
- The administration may refer the student to District Educational Support Services for alternative education when 12 absences are obtained in the majority of the student's classes.
- A student in violation of the attendance policy will begin the next semester on a re-entry attendance contract.

Attendance Exemption - A student who misses no more than 4 classes in each course (including homeroom) is eligible for an attendance exemption from one final exam in any course. Appeals will be heard for valid excuses with documentation by the Attendance Committee. An out-of-school suspension is considered an absence from class.