Administrative Procedure 307

Students

STUDENT ATTENDANCE

Background

The best interests of students are served they attend school regularly and punctually. STEM Collegiate acknowledges it has a responsibility to make reasonable efforts to ensure students attend school and believes it shares this responsibility with parents.

Procedures

The following procedures are established to ensure that STEM Collegiate meets its obligations relative to student attendance under the Education Act.

1. All students are expected to attend school regularly and punctually.
2. Students may be excused from attending school only for reasons defined in the Education Act.
3. The principal, or designate, is responsible for notifying parents when absenteeism or chronic tardiness is judged to be detrimental to the student's progress.
4. In case of frequent inexcusable absences, the principal shall:
   - 4.1. Take appropriate disciplinary action in accordance with administrative procedures;
   - 4.2. Contact the student's parents; and
   - 4.3. When in the judgement of the principal, a student is in repeated violation of the provisions of the Education Act, the superintendent who shall serve as the Attendance Officer is to be consulted.
5. After giving due consideration to the set of circumstances, the Attendance Officer will proceed with any of the following and in accordance with the provisions of the Education Act*:* phone contact, letter, referral for counselling, referral to Child and Family Services or another agency.
6. In extreme cases, the superintendent may refer the matter to the Attendance Board and/or report the matter to a director under Children's Services or other government agency with jurisdiction over the matter.

7. Parents are responsible to ensure their children attend school regularly and punctually and to advise the school office if their child will be absent or knowingly late and provide a reason.

8. The school is responsible to attempt to contact the parent if the student is absent or tardy and his/her whereabouts is unknown.

Approved: July 2023