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## ADMINISTRATIVE PROCEDURE 319 STUDENT ATTENDANCE

The collection of student attendance records supports student learning and student safety. Section 3 (d) and (e) of the Ministry of Education Student Progress Report Order requires that the number of days a student is absent and the number of days a student is late, are to be communicated on all student Learning Updates and the Summary of Learning.

The Chilliwack School District (the “District”) supports and encourages regular and prompt attendance, supports timely communication with parents/guardians about student attendance, and ensures that accurate records of student attendance are kept. The school will also make this information available online.

### **Elementary/Middle:**

**Will take daily AM/PM attendance and record in the Student Information System (ie. MyEd) within 30 minutes of the start of the day and after lunch.**

### **Secondary:**

**Will take daily block attendance and record into the Student Information System by the end of every block.**

## UNEXCUSED ABSENCES

### Elementary/Middle

If an elementary/middle school student is absent with an unexcused absence at any time in the school day, the student’s parents/guardians will be notified immediately. First through the online School Messenger System and a follow-up phone call if there is no parent response.

If an elementary/middle student has five (5) or more unexcused absences in a single month, the teacher will have a documented Attendance Conversation with the parent/guardian and student.

### Secondary

If a student in secondary school is absent with an unexcused absence at any time of the school day, the school shall notify the student’s parents/guardians at the end of the school day using the automated School Messenger System.

If a secondary student has missed five (5) or more blocks of a single course in a single month, the teacher will have a documented Attendance Conversation with the parent/guardian and student.

### Attendance Conversations

The purpose of the conversation is to identify the barriers to the student’s regular attendance and the supports and resources that may be available to help the student regularly attend

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# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

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school. Communication with families regarding attendance must be documented in the Student Information System (currently MyEd Journals) in alignment with Administrative Procedure 312 Student Records.

If the student's attendance pattern continues, the student will be referred to the School Based Team.

## **LATENESS**

Students are expected to be in class on time. The teacher shall counsel with those students who are developing a pattern of being late. The teacher shall contact home and, if the pattern continues, refer the student to the School Based Team. Communication with families regarding attendance must be documented in the Student Information System (currently MyEd Journals).

## **EXCUSED ABSENCES**

Regular school attendance is the goal for all students in the district. However, students at times may be absent from class for valid reasons. The following principles shall govern the development and administration of attendance procedures within the district.

1. The Principal or designate has the authority to determine if an absence meets the criteria to be deemed an excused absence. The following represent examples of excused absences:
  - Participation in a district or school approved activity or instructional program.
  - Illness, health condition or medical appointment for the student or a person for whom the student is legally responsible.
  - Family emergency including, but not limited to, a death or illness in the family.
  - Religious or cultural purposes including observance of religious or cultural holiday or participation in religious or cultural instruction.
  - Court, judicial proceeding, or serving on a jury.
  - Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
  - Principal and parent/guardian/emancipated youth mutually agreed upon activity.