

## ALTERNATIVE HIGH SCHOOL ATTENDANCE POLICY

### POLICY

Jobworks Employment Education Programs Inc. ("Jobworks") believes that regular attendance and punctuality are crucial to the educational and social development of students. Studies show a strong correlation between good attendance and success in school. In efforts to promote regular attendance and punctuality to foster success, the Alternative High School program Attendance Policy dictates the following:

- Students may not exceed five unexcused absences per module.
- Missing one class is equal to one unexcused absence. Missing a whole day is equal to two unexcused absences, as students have two classes per day.
- Being asked to leave class by a staff member for behavioral issues at any point during the class will result in an unexcused absence. Students will be given direction as to when they can return. If another class is missed before permission to return is granted, unexcused absences will continue to accumulate.
- Unexcused absences accumulate during a suspension.
- An unexcused absence will be issued for any absences that have not been reported by a parent/legal guardian.
- Students will receive an unexcused absence if they are not called in before the start of class. Calls excusing students will only be accepted from a parent/legal guardian. Calls must be received before 9:00 am for morning classes or 12:30 pm for afternoon classes.
- Only a parent/legal guardian can excuse a student regardless of the student's age.

- At the time a fifth unexcused absence is acquired, a student will be asked to leave the Alternative High School program for the remainder of the module. Coursework completed in core subject areas may be retained for possible credit in the future if the student is accepted back into the Alternative High School program. The student will be eligible to interview for the next module. If the Alternative High School program is full to capacity the student will be eligible to interview and, if accepted, the student will have to wait until space is available. Re-admission into the Alternative High School program is not guaranteed. In the case that the Alternative High School program is full to capacity, consideration for re-entry directly into the next module will only be given to those who have never received a verbal or written warning regarding absenteeism and/or inappropriate behavior in the past.
- After accumulating 10 excused absences, students will require a doctor's note in order to miss any more classes. A doctor's note must correspond with the date of the absence(s) and such documentation must be submitted on the first day the student returns to class. Staff will not accept a doctor's note that is backdated.
- An individualized attendance plan may be discussed if a request is made by a parent/legal guardian in advance and/or such a plan is deemed necessary by staff.
- Showing up late to classes four times will equate to one unexcused absence.
- Students are marked late between 9:01 am - 10:00 am or between 12:30 pm - 12:35 pm. Arriving to class after 10:00 am or 12:35 pm is an unexcused absence. A parent/legal guardian will be notified if a student is sent home.

Jobworks supports the collaboration with parents/legal guardians and other community organizations to encourage students to attend and be punctual on a regular basis.

## **GUIDELINES**

To support the Attendance Policy, the Alternative High School program will:

- Follow discipline protocols to address attendance infractions.
- Develop individual attendance plans when necessary.
- Refer to outside agencies for support and information.
- Work with parents/legal guardians.
- Use good judgment when dealing with incidences related to attendance. Staff has the right, under the *Manitoba Public School's Act*, to act as a wise and judicious parent and will ensure that all students are provided equal opportunity to learn in a safe and non-threatening environment.

## **PROCEDURES**

The Attendance Policy of the Alternative High School program promotes regular attendance and punctuality.

The Alternative High School program will respond in the following manner to absenteeism:

- Contact a parent/legal guardian when the student is absent and has not been excused for the class.
- Contact a parent/legal guardian when the student is sent home/suspended with an unexcused absence(s).
- Ask the student to leave the class for an Informal Interview with school staff and/or administrator(s)/appropriate personnel to discuss the situation when the fourth unexcused absence is acquired.
- Notify a parent/legal guardian by phone, email or regular mail when the fourth unexcused absence is acquired.

- Ask the student to leave the class for an Informal Interview with school staff and/or administrator(s)/appropriate personnel to discuss the situation when the fifth unexcused absence is acquired. The student will be asked to leave the Alternative High School program. A parent/legal guardian will be contacted.
- Ask the student to leave the class for an Informal Interview with school staff and/or administrator(s)/appropriate personnel to discuss the situation when the 10<sup>th</sup> excused absence is acquired.
- Notify a parent/legal guardian by phone, email or regular mail when the 10<sup>th</sup> excused absence is acquired.
- Ask the student to leave the class for an Informal Interview with school staff and/or administrator(s)/appropriate personnel to discuss the situation when the 11<sup>th</sup> excused absence is acquired and the documentation requested is not available when required. The student may be asked to leave the Alternative High School program. A parent/legal guardian will be contacted.

In addition to the above, the Alternative High School program may also respond to absenteeism in the following ways:

- Arrange a Formal Interview with school staff and/or administrator(s)/appropriate personnel, the student, and a parent/legal guardian to discuss the situation and consequences. The student will not be permitted to return until the Formal Interview has taken place.
- Discuss an individualized attendance plan if a request is made by a parent/legal guardian in advance and/or such a plan is deemed necessary by staff.
- Refer the student to attend an external program and/or counseling.
- Expel the student.
- Invoke any other consequences/recommendations deemed appropriate by Alternative High School program staff and/or administration.

\*\*\* Students who refuse to discuss the situation will be asked to leave the Alternative High School program immediately. \*\*\*