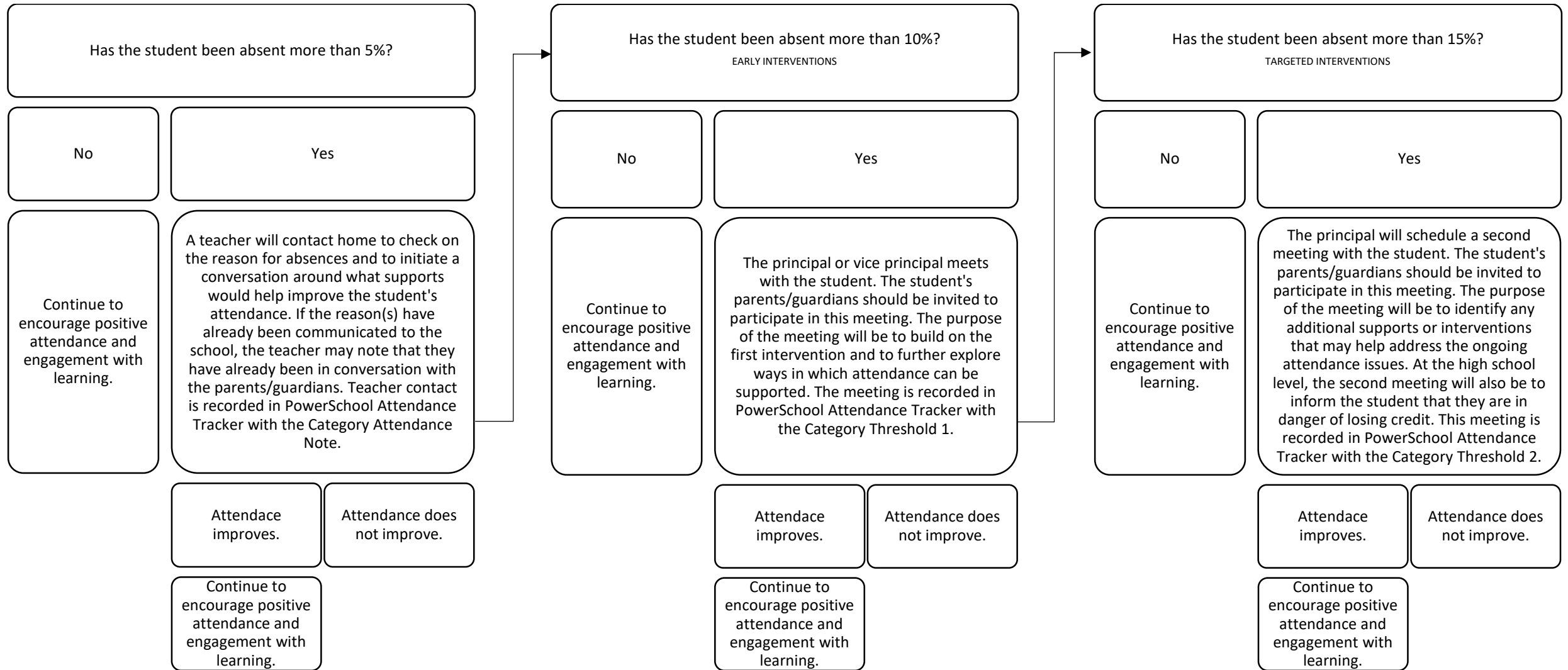


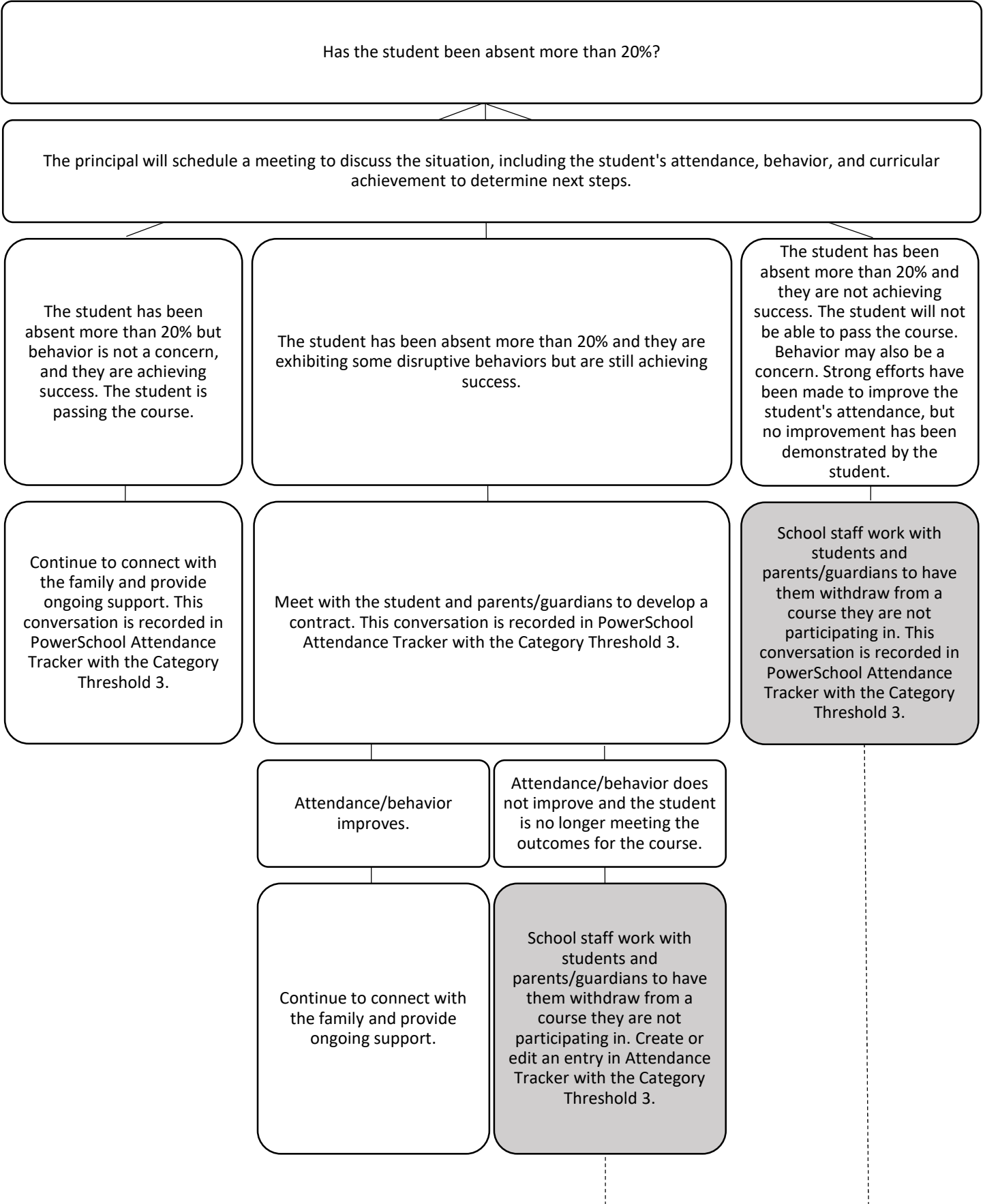
# Student Attendance and Engagement

Students learn best when they attend class and engage in the learning process. Students are expected to attend school daily, attend their classes, and actively engage in their learning. The purpose of the *Student Attendance and Engagement Policy* is to promote and increase student attendance. It is not intended to punish or marginalize students for circumstances beyond their control. The operational guide and policy are to be used together to assist principals and teachers in responding to student absences. This flow chart can be used to help guide the school's response.



## Process for Classroom Assessment Due Dates and Extensions

Throughout a course, the teacher reviews student progress and achievement on an ongoing basis. If the student is not engaging in assessment (observations, conversations, or products) as expected, the teacher will communicate with the student and/or parents/guardians to discuss concerns and identify supports that may be required. The teacher and parents/guardians may decide that they need to seek the advice of the Teaching Support Team.



The teacher may recommend loss of credit. The principal must consult with their SLC Supervisor. The principal will make the final decision around loss of credit. The principal is responsible for communicating the decision to the student and family. Loss of credit should only be assigned near the end of a course. Create an entry in Attendance Tracker with the Category Credit Loss.

If a student has exceeded the 20% threshold in more than two courses during the same semester, the principal may wish to examine options to ensure that the student remains productive while at school. The principal may choose to work with the student to develop a plan that would allow the student to continue working to earn credit in their remaining course(s). This plan could include correspondence studies or coming to school for the courses that they are pursuing, but not during any other times. Other options available include in-school suspension, out of school suspension, and credit rescue. Regardless of the option chosen by the principal, they must work with the student and their family to make reasonable efforts to provide alternative arrangements for the education of the student.

**Timing of Decision**

Decisions around loss of credit must be made well in advance of final examination. No student will lose credit due to attendance issues within three weeks prior to their first examination.

**Credit Recovery**

High school students who lose a credit or multiple credits due to absenteeism are not eligible for credit recovery for those courses.