



## Attendance Contract

### The Alberta Education Act

Section 31 of the Alberta Education Act states that: A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

Section 33 (1d) states: ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging...

### Consequences for Non-Attendance

- This six-step process is meant as a guideline for school officials, parents and students.
- Depending on individual circumstances these guidelines may be altered by school administration.
- Students may be placed at any step in the process.
- As with all school matters, parents or guardians can appeal school actions to the Principal or the School Board.

Steps	Sanctions
<b>Step 1</b>	<ul style="list-style-type: none"><li>• After the first absence parents or guardians will be notified by the classroom teacher that an excused or un-excused absence has occurred.</li></ul>
<b>Step 2</b>	<ul style="list-style-type: none"><li>• If absences continue, Administration will be notified by the teacher and PowerSchool records will be updated .</li></ul>
<b>Step 3</b>	<ul style="list-style-type: none"><li>• The student will meet with school administration where a Flextime Academic Remediation (FAR) plan will be put in place by the teacher and or dept head. 30 minute sessions during flex times will be arranged between the teacher and student to make up the instructional time missed regardless of the type of absence.</li></ul>
<b>Step 4</b>	<ul style="list-style-type: none"><li>• If the FAR plan is ineffective, both parents and student will be informed of Friday School sessions where 3 hours will be set aside for the student to recoup instructional and assessment time. These sessions will continue until all assignments and assessments are submitted and that the teacher is comfortable with the current level of understanding of the student.</li></ul>
<b>Step 5</b>	<ul style="list-style-type: none"><li>• Administration will withdraw student from the current class and re-enroll them in the next quarters class. As a step to enable students to rely less on Friday School sessions their classes will be on the same campus so flex time is easily accessible to make up missed class time.</li></ul>
<b>Step 6</b>	<ul style="list-style-type: none"><li>• Student will be un-enrolled from CCHS and referred to Trinity Learning Centre</li></ul>

## Statement of Understanding

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the Catholic Central High School *Attendance Contract* and discussed it with a member of the school administration. I understand:

All of the steps and consequences listed in the policy.

I am currently placed at step # 1 2 3 4 of this policy.

That I am expected to attend all my scheduled classes at CCHS.

That I am expected to arrive on time, remain in class and return to class promptly after breaks.

That continued absences will lead to increasingly severe consequences.

The consequences listed in this policy are guidelines - the school can move me up to any step depending on the circumstances.

---

Student Signature

Spoke to Parent or Guardian

Left Message for Parent or Guardian

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Administrator: \_\_\_\_\_