



Attendance Contract 2022-2023

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 administration, teachers, parents/ guardians, and students.
- Depending on individual circumstances, these guidelines may be altered by school administration.
- Students may be placed at any step in the process.
- Any contracts established for the 2022-2023 school year remain in place for the entirety of the school year, unless school administration feels that a student's attendance is no longer an issue.
- As with all school matters, parents/guardians can appeal school actions to the Principal or the School Board.

Steps	Sanctions
Step 1	<ul style="list-style-type: none">After the first absence, parents or guardians will be notified by the classroom teacher that an excused or unexcused absence has occurred. This step does not involve administration.
Step 2	<ul style="list-style-type: none">Time-in-lieu sessions <u>as defined and established by departments</u> during flex times will be arranged between the teacher and student to make up the instructional time missed regardless of the type of absence. This step does not involve administration.
Step 3	<ul style="list-style-type: none">When the teacher feels that flex times are not enough to support time missed, a student will be referred to administration by the teacher to implement a Flextime Academic Remediation (FAR) plan. PowerSchool records will be updated to reflect placement of student on this step.
Step 4	<ul style="list-style-type: none">If the FAR plan is ineffective, both parent and student will be informed by administration 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 until the teacher is comfortable with the current level of understanding of the student.
Step 5	<ul style="list-style-type: none">If Friday School sessions are ineffective, administration may withdraw student from the current class and re-enroll them in the next quarters class.
Step 6	<ul style="list-style-type: none">Student will be un-enrolled from CCHS and referred to either alternate program of delivery or Trinity Learning Centre.

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 5 6 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.

☐

I fully understand that this contract extends beyond the current quarter.

Student Signature

Parent/ Guardian Signature

☐

Spoke to Parent or Guardian

☐

Left Message for Parent or Guardian

Date: _____

Time: _____

Administrator: _____