

AP 3305: Student Attendance

Regular attendance by students in all their classes enhances student achievement and performance. While students have the right to access educational programs, they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner. At all school levels, there will be well-publicized procedures for student attendance, and these procedures shall be made clear to students and their parents. Specific provisions for regulating the attendance of students shall be developed in consultation with students, staff members and parents' advisory councils, as appropriate.

1. Procedures

- 1.1. An accurate daily record of attendance shall be kept for each student.
- 1.2. Principals are expected to have an established system for verifying on a daily basis reason for non-attendance.
- 1.3. For all grades, unexplained absences will be entered into MyEdBC.
- 1.4. All unexplained student absences during the school day shall be reported to the school office immediately after any such absence becomes apparent. All reasonable efforts must be made immediately to determine the whereabouts of students who are reported absent.
- 1.5. In District elementary school grades, a system shall be in place to contact parents in a timely manner regarding unexplained student absences.
- 1.6. In District secondary school grades, attendance shall be taken during each period. All reasonable efforts must be made to determine the whereabouts of students who are reported absent as outlined through the school's attendance process.
- 1.7. Principals, in setting procedures for student absences and reasons for non-attendance, will accept students' absences as excused when they have received verifiable communication from students' parents or guardians providing identifying information for the student, dates and expected duration of absence, and the reason for the absence.
- 1.8. Teachers shall ensure that an accurate attendance record for each student is maintained.

- 1.9. Because principals are often asked to document student absences and attendance, it is strongly recommended that any student absence be explained by absent student's parents.
- 1.10. The school will encourage parents to advise the school when students are absent.
- 1.11. In cases of unexplained or excessive absences, parents shall be contacted as soon as a pattern of such absences and/or truancies becomes evident, as determined by the school's attendance procedures.
- 1.12. Initial investigation of reasons for extended non-attendance shall be the responsibility of the principal.
- 1.13. The principal shall establish the following remediation procedures regarding students who are absent without reason:
 - 1.13.1. Work directly with students to resolve issues of non-attendance;
 - 1.13.2. Establish ongoing supports to help students attend and be successful;
 - 1.13.3. Establish ongoing communication and consultation with parents regarding non-attendance;
 - 1.13.4. Implement progressive supports for students who persist in being absent without reason; and,
 - 1.13.5. After all possible remediation efforts have been exhausted at the school level, refer matters of subsequent absences without excuse to the Superintendent