



Fort McMurray Composite High School

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"WORKING TOGETHER TOWARDS EXCELLENCE"

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Attendance Policy, Effective November 1, 2016

Rationale:

Regular, punctual attendance is necessary for accurate achievement to be experienced by students in school. Composite High provides a stimulating, enriched learning environment for students to learn. Our staff works hard to prepare lessons and experiences that will generate interest in learning. However, some students do not attend school regularly and punctually for a variety of reasons. We will endeavor to support students who experience difficulties attending school, but at some point may have to enforce attendance through a series of sanctions at our disposal.

School attendance is the responsibility of the student and his or her parents/guardians. Absences may be excused for the following reasons:

- a) illness,
- b) medical appointments,
- c) family emergencies,
- d) religious holidays,
- e) school sanctioned field trips, and or
- f) unavoidable conditions.

It is the responsibility of the parents/guardians to contact the school if a student is going to be absent, tardy or leaving early. Under normal circumstances excused absences, by a parent, should be provided within 24hrs of the absence occurring. If a parent or guardian would like to leave a message outside of the regular school hours, they can do so by email or by leaving a message on the school's answering service. Parents may review their child's attendance record through the Parent Portal link with PowerSchool at any time. When a student is absent, for any reason, it is their responsibility to get caught up on all missed assignments. In the case of an extended leave the school is not responsible to provide course materials or lesson plans, under normal circumstances. The student may inquire as to what will be covered during their missed time, but they are responsible for completing all relevant course work. Students may or may not be excused from the assignments they missed during a prolonged absence, at the discretion of the principal.

Attendance Expectations

Under section 12 of the School Act, students are required to attend each class on a regular basis. Junior High students who flagrantly disregard the the school's attendance policy, through habitual unexcused absences, may be referred to the Attendance Board and court-ordered attendance and fines for non-compliance may be issued. High School students who flagrantly disregard the school's attendance policy, through habitual unexcused absences, may be directed to an alternative school, as deemed suitable by the school's principal.

All students have the right to an education, but with that right comes the responsibility to behave in a manner that is conducive to productive learning. Section 12 of the Alberta School Act states, “**A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:**”

(a) be diligent in pursuing the student’s studies; (b) attend school regularly and punctually; (c) co-operate fully with everyone authorized by the board to provide education programs and other services; (d) comply with the rules of the school;

Students are expected to be in class for the full duration of a block. A student who is late or absent from class for a time longer than 10 min in Junior High, or 20 Minutes in Senior High will be marked absent unless excused by the proper authority. (*This does not apply to students who are attending Student Services appointments)

Consequences for students with habitual absences:

Students who willfully disregard the school's Attendance Policy are subject to the following sanctions:

Step 1

After 3 unexcused absences per class, the teacher will discuss attendance with the student outlining their concerns, expectations, and any further action that may take place in the future if the absences continue. In addition, the teacher will contact the parents/guardians by email, phone, or in writing to inform them of a student's absences and potential consequences if the behavior is not corrected.

Step 2

After 6 unexcused absences per class, the teacher will contact home and also notify student services to ask that they investigate any and all unknown reasons for the absences. During the investigation the respective counsellor will meet with the student to understand the circumstances of their absences, discuss possible solutions, and to inform them of future consequences if the behavior is not corrected. The counsellor will share the meeting notes with the teacher so both the teacher and counsellor have a detailed understanding of why the student has been missing class.

Step 3

After 9 unexcused absences per class, the teacher will notify the school's principal directly. At this time, a letter will be sent home to the parents/guardians to request a meeting to discuss attendance concerns and outline the corrective measures to be carried out. Prior to this meeting the school's principal will review all relevant information in the previous steps. When the principal meets with the parents/guardians next steps will be discussed. These could include attendance contracts and or Attendance Board referral. Failure for the parents/guardians to meet with the school’s principal within ten days of the attendance letter may result in immediate action. For Junior High Students, this may include referral to the Attendance Officer of the school District, referral to the Attendance Board, and/or suspensions from school. For Senior High students, this may include suspensions from school,

Step 4

After 10 or more unexcused absences in a specific course, when all prior interventions have failed, a student will be withdrawn from the respective course and placed in an alternate course or location. If a student is withdrawn from more than one course per semester, the student’s placement at Composite High School will be reviewed by the school’s Principal.

We hope that this policy will minimize the disruption to the school and help focus students on their future.

Legal Citations: School Act Sec. 12 (a)(b)(c)(d)
FMPSD Board Procedure A330

I have read, understood and agree to comply with this policy. Student Signature: _____