

# RPS Attendance Strategy Summary – WKC 2017-18



## The Attendance Team at Winston Knoll will include:

1. An administrator
2. A representative from guidance
3. A Learning Leader
4. Indigenous Advocate
5. TAG teacher
6. Classroom teacher (optional)

## Attendance Team Goal

*The goal of the team is to enforce the RPS Attendance Strategy (protocol and incentive) through regular and timely communication between teachers, student support services, school leadership and parents regarding student attendance and grades.*

## Attendance Team responsibilities include (but are not limited to):

1. **Communicating** with home, subject teachers, guidance & school leadership
2. **Meeting** with student, classroom teacher (if necessary or applicable) & **parents/guardians**
3. Working with classroom teachers to ensure **interventions** are in place
4. **Tracking** student absences and grades (TAG teacher takes the lead)
5. **Discussing** situation, options, interventions, and student background
6. **Admin will make final decision** about withdrawing student from course(s)

## RPS Attendance Protocol (absences by individual course)

- **5 UEX** absences – Office (Joanne) will call home and complete a *home attendance communication*
- **10 UEX** absences - TAG teacher will schedule a meeting with parents and Attendance Team and complete a home attendance communication. (*Email to attendance team should include both admin, learning leaders, guidance & classroom teacher*)
  - If student is in The @HERE Program will be discussed with parents.
- **15 UEX** absences - **TAG teacher** will notify **Attendance Team** and admin or designate from the team will communicate with parents/guardians, schedule meeting if required, complete a home attendance communication and send letter of notification.
- **20 UEX** absences - admin or designate will potentially withdraw student from class\*, complete a home attendance communication, and send letter of notification. \*dependent upon results from family/guardian and Attendance Team meeting(s)
- **Despite absences being EXCUSED**, students **may still be withdrawn after 20 missed classes in a single course\*** if they are not achieving 50% in the course. Admin will make this decision after discussion with all stakeholders. \*dependent upon results from family/guardian and Attendance Team meetings.

## RPS Attendance Incentive

*The incentive is that the mark attained on the final assessment, which every student will write, will not negatively impact the grade earned for that class. (Mark Freeze)*

### Criteria:

- **7 or fewer absences**. **EX**, **Illness**, and **Appointment** absences all **count** against student attendance.
- **1 UEX** or **1 suspension** (in or out of school) results in **loss of incentive**. Parents have **5 school days** to excuse an absence.
- **3 or fewer lates**.
- **3 or fewer late assignments and all assignments completed** by end of semester.
- Must have minimum of 50% in the course going into the final assessment.
- In addition to the 7 absences, students are allowed **3 absences** for **extra-curricular activities** per class, **per semester**. (No carry-over)
- **Unexcused** absences from **TAG** - reviewed by school leadership team.

*\*\*As per the Ministry of Education guidelines, after **20 consecutive unexcused full days** of school, a student will be withdrawn.*