

TMSS Attendance Policy

I. Student and Parent/Guardian Responsibility

- a) As per Section 150(1)(a) of the Education Act, 1995 it is the responsibility of every pupil to “attend school regularly and punctually”.
- b) As per Section 156(1) of the Education Act, 1995, every parent, guardian or other person having charge of a pupil who is compulsory school age shall take all steps that are necessary to ensure regular attendance of that pupil. **This includes direct contact with the School Office notifying their awareness of student absence on the day of or preceding.**
- c) As per Section 158(1) of the Education Act, 1995, students shall promptly provide the principal with information that may be required with respect to any period of absences from which the exemptions have not been provided pursuant to section 157.
- d) As per Section 158(2) of the Education Act, 1995: “every pupil whose attendance is considered to be irregular pursuant to the policies of the board of education or the conseil scolaire may be suspended pursuant to section 154.”

II. Excusable vs. Inexcusable Absences

- a) **Excusable** - Permissible school absences as outlined in Section 157 of the Education Act, 1995 include reasons:
 - For **unavoidable** causes considered to be sufficient by Administration.
 - *Specific to TMSS this would include causes such as: funeral, once in a life time non-recreational events, weather related, etc ...*
 - For a holy day of the church or religious denomination of which the pupil or the pupil’s parent or guardian is a member;
 - For the purpose of receiving medical or dental treatment;
 - For the purpose of accompanying his/her parent or guardian on a period of extended travel outside the school division *so long as pro-active measures are taken by the family to maintain reasonable continuity in the progress of the pupil in his/her courses of instruction.*
- b) **Inexcusable** – School absences not permissible according to Section 157 of the Education Act, 1995 include reasons:
 - For **“AVOIDABLE”** “causes such as club/sporting events not directly related to the school, family day trips, work, etc ...
 - **NOTE:** So long as parental confirmation is made to the school in such instances, students will not be subject to direct consequences outlined in Section III.A.d.1.

III. School/Teacher Procedures for Dealing with Unconfirmed Absences

- a) Where parental school contact does **NOT** occur (unconfirmed absences) then the absence will be deemed **“Absent”**
- b) Every evening, the school, using Synervoice, will attempt to contact home with notification of student “unconfirmed” absences.
- c) Once a week, TMSS Administration will notify those students that are possessive of “unconfirmed absences”.
- d) Students will be required to contact home at that time so that reasons for the absences can be determined.
- e) Once completed, students will be provided with a note indicating that the absence has been attended to.

1. Students whose absence is not confirmed (Excused or Unexcused) pursuant to the Education Act 1995 will be subject to progressive discipline measures as per Section 152, which specific to TMSS, will be that the time missed will need to be made up in detention and the absence will be denoted as “Absent”

- i. Where a student chooses not to fulfill the designated discipline, progressive measures will occur.

IV. Accumulated/Chronic Absenteeism

- a) At **Five absences (suspensions included)**:
 - The teacher will make “confirmed” contact to parent/guardian out of concern for the student’s success.
 - The teacher will e-mail the Office (Admin. Asst. and Principal).
 - A letter of concern will be sent and Administration may speak to the student especially if the absences have occurred in a chronic fashion.
- b) At **Ten absences (suspensions included)**:
 - The teacher will e-mail the Office (Admin. Asst. and Principal).
 - A second letter of concern will be mailed.
 - Depending on reasons (Excusable or Inexcusable) contributing to absenteeism, relative to Section 157(1) of the Education Act, 1995 logical/progressive consequential actions (*Scaling back of educational support services, Progressive Discipline, Removal of Extra-Curricular Privileges, Course Removal, etc ..*) and potential solutions will be discussed.

- c) At **Fifteen absences (suspensions included)**:
- The teacher will e-mail the Office (Admin. Asst. and Principal)
 - A meeting will take place depending on reasons (Excusable or Inexcusable) contributing to absenteeism, relative to Section 157(1) of the Education Act, 1995, with the student, parent(s)/guardian(s) and administration.
 - At this time, additional potential solutions will be discussed and logical/progressive consequential actions will occur (Course Removal).

V. Late to Class

- a) **Late Defined** - Students arriving after the bell will be recorded as late and “may” be required to make up the missed time at the discretion of the classroom teacher.
- b) **Late in excess of 30 min.** - Students arriving late “**without parental confirmed consent**” by more than 30 minutes will be recorded as “absent” and will be required to make up the total time missed consistent with disciplinary action under “Unconfirmed Absences”.
- i. **For example:** *If a student shows up 35 minutes late they will be recorded as absent and required to make up just 35 min. of time missed as opposed to the full hour outline in Section III.A.d.1.*

VI. Accumulated/Chronic Lates

- b. At **five** lates.
- The teacher will make confirmed communication home out of concern for the student’s success.
 - A letter of concern will be sent.
 - If the lates accumulate in a “chronic” manner the teacher will notify admin, & place the student in detention.
- c. At **ten** lates:
- a second letter of concern will be mailed.
 - administration may meet with student to discuss potential solutions.
 - As ten accumulated lates in a semester is “chronic” a “minimum” of one noon hour detention will be applied.
- d. At **fifteen** lates:
- A third letter of concern will be mailed.
 - A meeting will take place with the student and parent.
 - Progressive discipline measure will occur.