

Crowsnest Consolidated High School



ATTENDANCE PROCEDURE

A. Purpose

1. Maintaining an acceptable level of attendance is a requirement of all those enrolled in the educational program at C.C.H.S.
2. It is the responsibility of the student and the parents/guardians to ensure that satisfactory attendance is maintained and that work missed during an absence is completed.
3. It shall be the responsibility of the school to keep the students and parents/guardians informed if attendance is not satisfactory.

B. Procedures

1. Parents should advise school by phone or note as to student's absence otherwise the absence will be classified as inexcusable.
2. Parents will be notified by a school-based callout program when a student is absent.
3. Teacher will track attendance for each student in their classes.
4. Teachers will notify administration for the following attendance.
 - a. Notify administration on the 3rd absence.
 - b. Notify administration and parent/guardian on the 6th absence.
 - c. Notify administration on the 9th absence. The parent is contacted by the administration and an attendance letter is sent.
5. If a student continues to have an attendance problem and the school staff and administration are unsuccessful in resolving the problem, the student may be referred to the division attendance officer.
6. The attendance officer may take whatever action is deemed prudent to improve student attendance as per Board Policy.