

Regina Public Schools



HIGH SCHOOL ATTENDANCE STRATEGY AND INTERVENTION PLAN

2016-2017



REGINA PUBLIC SCHOOLS

EXECUTIVE SUMMARY

Regina Public High School Attendance Strategy and Intervention Plan

School attendance is both a right and a responsibility. School division teams actively partner with students and parents in the task of ensuring students meet or exceed the attendance requirements of Regina Public Schools and the Saskatchewan Education Act, 1995. RPS is committed to the full implementation of sections 156 to 162 of the Saskatchewan Education Act, which clearly defines student attendance as a responsibility that is shared among parents, students, teachers, principals and the Board of Education (refer to Appendix D).

Regina Public School staff recognizes that consistent attendance, academic success, and school or grade completion have a positive correlation. The Attendance Strategy and Intervention Plan is not intended as a punitive measure. It aims to provide direction and to involve all stakeholders in achieving consistent attendance and therefore academic success for all students. Accurate course attendance records are imperative to the process.

The entire Regina Public High Schools Attendance Strategy and Intervention Plan will soon be available for review at www.rbe.sk.ca.

Student Attendance Incentive

Attendance Incentives are designed to recognize those students who have made efforts to attend classes regularly and punctually. The incentive that may be earned is as follows:

- The mark attained on the final assessment will not negatively impact the grade earned for that class.

Attendance Incentives are earned by students if the following criteria are satisfied:

- Students that have a total of seven or fewer absences in each individual class, per semester.
 - A student is deemed to be **present** when he or she physically attends his or her regularly scheduled course. (Absences include excused).
 - All curricular activities, as approved by the school administration, will be marked “office” and will not be considered one of the absences that would negatively impact the Attendance Incentive. These would include any transition activities with post-secondary institutions.
 - Students who participate in school organized extra-curricular activities (sports, music, SRC, etc.) will be marked “extra-curricular” and will be permitted an additional three absences in each individual class, per semester. These absences would not negatively impact the Attendance Incentive.
 - All students who qualify for a national level event, and represent the province of Saskatchewan, will be marked “office” and will not be considered one of the absences that would negatively impact the Attendance Incentive.

- Students may have a total of three or fewer lates in each individual class, per semester.
 - A **late** is defined as any time a student is not present in his or her scheduled course before the bell sounds signifying the beginning of class.
- Students must have all assignments completed in a satisfactory manner (no zeros) with a maximum of three late assignments over the entire semester.
- Students must have a minimum of 50% in the selected course one week from the end of classes.
- Unexcused absences from Advisory will result in review by School Administration and possible suspension.

Note: Any unexcused absence or a school suspension (for current semester only) will lead to loss of Incentive. In addition, it is important that parents/guardians maintain accurate attendance records. Attendance should be reviewed on a weekly basis and any corrections must be made within five school days.

RPS High School Attendance Protocols

Students who are aged 16 and older

- After 5 unexcused course absences, the Advisory teacher will contact home to inform the parents/guardians. The student will meet with the Advisory teacher to discuss attendance.
- After 10 unexcused course absences, a designated administrator/ guidance counsellor/ aboriginal advocate from the attendance team will contact the parents/guardians to discuss the student's attendance. The student and his/her parents will meet with the attendance team to discuss attendance.
- After 15 unexcused course absences, a designated administrator/ guidance counsellor/ aboriginal advocate from the attendance team will contact the parents/guardians to discuss the student's attendance. The student and his/her parents will meet with the attendance team to discuss attendance. A formal letter will be sent to the parents/guardians as a follow up to the attendance team meeting to indicate that the student is at risk of being withdrawn from the class.
- After 20 unexcused course absences, the student will be withdrawn from the course. A standard letter of notification will be sent to the parents/guardians informing them that the student has been withdrawn from the course.
- After 20 **CONSECUTIVE** unexcused **DAYS** of school, the student will be withdrawn as per the Ministry of Education guidelines (refer to Appendix E).

- A student who has been withdrawn from a course may re-enrol in that course the next semester.

Students Who Are Under 16

- After 5 unexcused course absences, the Advisory teacher will contact home to inform the parents/guardians. The student will meet with the Advisory teacher to discuss attendance.
- After 10 unexcused course absences, a designated administrator/guidance counsellor/ aboriginal advocate from the attendance team will contact the parents/guardians to discuss the student's attendance and the possibility of referral to the @HERE Centre the Attendance Support Program, if the attendance issues persist or reach 20 days.
- After 15 unexcused course absences, a designated member of the attendance team will meet with the student and will contact the parents by phone or e-mail. A formal letter will be sent to the parents/guardians as a follow up to the attendance team meeting to indicate that the student is at risk of being withdrawn from the class.
- After 20 unexcused days in a course or 120 classes in all courses the student will be referred to The @HERE Centre. A standard letter of notification will be sent to the parents/guardians informing them that the student will be referred to The @HERE Centre.
- After 20 **CONSECUTIVE** unexcused **DAYS** of school, the student will be withdrawn as per the Ministry of Education guidelines and the student will be referred to the Regina Public Schools HERE Centre (priority will be given to Grade 9 students).

HERE, Attendance Support Program

When a student does not meet the requirements of Regina Public Schools attendance protocols, neighbourhood high school administrative teams may apply for a student to attend HERE. The goal of The @HERE Centre is to support students to learn and embody school ready behaviours. The goal for the program is for students to transition back to their neighborhood high school the following semester.

Regina Public Schools Registration Centre

It is necessary to create a consistent and effective transition plan for students who begin the school year late or have been transient. The Regina Public Schools Registration Centre is designed to assist all high school and incoming students who meet the following criteria to ensure that they receive appropriate programming and course selection.

Referral to the Regina Public High School Registration Centre will occur for students in grades 9, 10, 11 or 12 who:

- do not qualify for Newcomer Welcome Centre or
- last attended a school outside of Regina Public Schools or
- have been out of school for one semester or longer or

When it comes to the registration of grade 8 students the following guidelines will apply:

- All grade 8 students, who are residents of Regina, will be allowed to register directly with their home school until June 30th.
- As of July 1st, all Grade 8 students must go through the High School Registration Centre regardless of place of residence.
- Those who are not residents of Regina (grade 8 or otherwise) must go through the High School Registration Center and also complete an exemption form. Once approval has been given by Division Office, the student may register in their home high school.

With the support of the high school, families will be directed to book an appointment with the RPS Registration Centre to process and facilitate their application to attend a Regina Public High School.

For more information, please contact your high school principal.