



POLICY:

REGULATION: JED STUDENT ABSENCES AND EXCUSES

EXHIBIT:

Schools with Grades K-8 students must have a call back system in place. If a student is absent and there has been no prior notification by parents, the school must call home to check the whereabouts of the students. As well, schools must establish procedures to ensure that students are accounted for after recess and noon hour break.

1. Grades 1 to 8:

Students who have been absent from school without a valid reason, three times in one month, shall be reported to the attendance officer. Parents should be notified after each unjustified absence.

The school shall strive, either by telephone calls or by personal interviews, to arouse the interest of parents who show little concern for their children's irregular attendance at school. On the other hand teachers shall strive to develop a good relationship with these students in order to create an interest in coming to school.

School personnel are required to communicate by telephone and/or letters with the parents.

2. Grades 9-12:

To be absent without a valid reason constitutes a serious offence. The following basic guidelines are to be followed:

- a) Parents should be notified after each unjustified absence.
- b) Written concerns should be issued.
- c) Meetings should be held, involving the student, parents, principal and teacher(s).

All of these actions must be taken before a student shall be removed from a course.

N.B. Justified absences must be supported by a note submitted to the principal and signed by the parent or guardian within two teaching days of the absence.

APPROVED:

REVISED:

SOURCE:

OTHER REFERENCE: