

Archbishop Jordan Attendance Policy

Student attendance is paramount for students to be successful - academically, emotionally, and socially. As students develop habits or patterns of not attending classes, the greater the challenge becomes for the student to re-engage with school. ABJ staff will do their best to work with students and their parents/guardians to help ensure students are attending regularly.

For students who demonstrate an inability to regularly attend class, we will use the following process to help change this behavior. Administration may apply the following consequences using the following guide:

The student has missed:

- 3 classes - teacher contacts parents by phone or email
- 4-6 classes - remediation for missed instruction/assessment (assigned to SSC at lunch/or to work in the office, in-school suspension)
- Subsequent absences - Response to Intervention, presented with a Return to Learning Contract
- More than 20% of the course (16 classes for a 5 credit course) - modified programming/removal from the course

In addition, students with chronic lates will be brought to the attention of administration, and appropriate consequences will be assigned (in school suspensions, return to learning contracts, assigned to SSC, community services)

Students who are struggling with attendance may also be limited in their participation with ABJ extracurricular activities (field trips, sports teams, dramatic productions)

Reference EICS Attendance AP 330

Universal	Targeted	Specialized
<ul style="list-style-type: none"> ● Staff Activities: Attendance Presentation, Attendance Guide, AP 330 & Brochure ● Review Attendance Dashboard in PowerSchool ● Promote importance of attendance with staff, students & families. ● Review importance of Relationships with staff. (Resources - What's your Why, The Lid Flip, Circles of Security, Building Relationships, Disconnect is the Problem, etc.) ● Display Items in school (Brochure, 	<ul style="list-style-type: none"> ● Implementation of incentives, contracts, mentors, differentiation, connections, extra-curricular/engaging activities, alternative schedules, school or home visits, etc. ● Monitor in Collaborative Response Model & review/revise. ● Referral to FWW or school counsellor. ● Begin Clinical Team Referral Summary 	<ul style="list-style-type: none"> ● Contact OSAR, discuss/revise strategies ● Prepare student, family, & staff for Community Conference ● Implement Community Conference Plan - meet, review, & revise. ● Referral to Attendance Board if necessary

Attendance Posters [Elementary](#),
[Middle](#), [High School](#), & [Fact Sheet](#))