

Battle River SD At-Home Learning Attendance Policy 2020-2021

Battle River School Division (BRSD) recognizes that regular attendance greatly impacts student progress, continuity and success of learning. Students should be absent only in cases of illness or emergency as regular absences tend to minimize the value of school and the learning experience.

For students to be successful in the online experience, they are required to be present “in class”. Being present requires the student to attend scheduled Google Meets; engage in online discussions (both small group and/or class discussions); and complete all assignment requirements. Whenever students are absent, they risk falling behind.

Absenteeism:

- reduces a student’s chance to be successful on daily assignments, projects, assessments and relationships with their teacher and peers.
- compounds the difficulty in learning once the student has returned to their online class.
- does not allow a student to reach his/her potential.

In considering the change from in-person learning to learning at-home online, teachers will use a variety of strategies to reach each student and to make learning interesting and engaging and when a student is absent, they are missing valuable instruction.

1. In order to meet the requirements of the Alberta Education Program of Studies, BRSD students must engage fully in their classes each day.
2. When students are not present online they are recorded as absent.

Attendance Procedures for Parents

- ❑ Parents will inform the teacher of any absences of their child(ren) before the day of the absence or by 8:45 am on that day using the teacher’s preferred method of communication.
- ❑ If a student is absent from school, it is the student’s responsibility to make up all assignments. In some cases, this will become the responsibility of the parent to ensure that their child has fulfilled their learning responsibilities.

Attendance Procedures for Teachers

- ❑ Record attendance on MapleWood each day for students in Kindergarten to grade 9.
- ❑ Attendance will be taken at the beginning of each class.
- ❑ Keep a record of communications regarding absences and report issues to the parent and/or administrator..
- ❑ Students who arrive 30 minutes after the class has begun will be marked absent.
- ❑ Late arrivals will be noted. Late is determined to be five minutes after the start of the class.

- ❑ If a student is absent, and no contact has been made by the parent/guardian, the teacher will:
 - make a phone call home to speak with the parent and/or guardian directly and document the call.
 - reach out via email to inquire about the student's whereabouts.
- ❑ After 3 consecutive days with no parent communication or the student does not return to the online environment, the teacher will contact the Principal. The Principal will contact the parent/or guardian and keep a record of the call.

Attendance Procedures for Teachers for Intermittent Accumulation of Absences

- ❑ After 5 absences, morning or afternoon, the classroom teacher will communicate with parents to express their concern of the student's absences. The teacher will complete documentation of this on their "Attendance Record Sheet".
- ❑ Three attempts must be made to contact the parent and/or guardian. These actions must be documented.
 - For Kindergarten students, the first notification will be after 3 absences rather than 5. From this point, the policy will be enacted every 3 consecutive absences for Kindergarten students.
- ❑ After 10 absences, morning or afternoon, the Principal will call home to express concern of the student's absences and to stress the importance of regular attendance. The Principal will complete documentation of this phone call on the ARS.
 - Three attempts must be made to contact parents.
 - Principal will send, to the parent, an email containing a letter which includes the MapleWood Attendance record of absences. A copy of the letter will also be sent via regular mail.
 - The Principal may inform BRSD Student Supports and Services to notify and discuss the concerning absences.
- ❑ After 15 absences, morning or afternoon, the Principal will call a meeting of parents, teacher, and student (if appropriate) to discuss how to improve the attendance concerns. During this meeting the at-home online learning environment will be reviewed.

Possible recommendations may include:

 - a move to in-person learning,
 - a referral to BRSD Student Supports and Services or
 - a review of programming and/or support.

The Principal will communicate, via letter, a summary of the meeting and the decision(s) which have been made indicating the school's concern regarding attendance. The letter will be mailed to the parents and a copy will be placed in the Student Record.
- ❑ After 20 absences, morning or afternoon, the Principal will work directly with BRSD Student Support and Services regarding the attendance concerns. A detailed record

of attendance and follow-through with families is important in the process when engaging the Office of Student Attendance and Re-Engagement (OSAR). The Assistant-Superintendent Learning will be in contact with Alberta Education's OSAR.

Please Note:

- For K-8, an absence is equivalent to one morning or one afternoon.
- For Grade 9, one absence is equivalent to missing a class.
- Your child's principal is the Principal of At-Home Learning School: Laura Swanson; the Assistant Principal is Lloyd Mackenzie.
- If there has been contact from the parent regarding the absences, professional judgement of the teacher and the principal will determine how the attendance is monitored.