



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation 6020 - Attendance of Students

The Calgary Board of Education believes that there is a strong positive correlation between attendance and effective education.

Therefore, students registered in schools or programs shall attend regularly and punctually. It shall be the responsibility of parents to endeavour to ensure compliance with this requirement and the responsibility of schools to ensure that parents are informed promptly when the attendance of students is not satisfactory.

1. Students are required to attend regularly and punctually. Parents are expected to support this requirement.
2. The principal, in consultation with staff, students, and parents, is expected to establish attendance standards together with monitoring and other procedures which will help to promote:
  - a. Regular and punctual attendance;
  - b. Early advice to parents when student attendance causes concern
  - c. Individual student achievement;
  - d. Positive student attitudes towards the workplace;
  - e. A school environment which supports and fosters excellence in learning, teaching, and other school activities.
3. Students and parents shall account for absences or tardiness in a manner satisfactory to the school.
4. Teachers are required to maintain accurate student attendance records and to report attendance to the principal and/or parents in accordance with school rules.
5. The principal or designate must ensure
  - a. That early contact regarding attendance requirements will be made with students whose attendance is irregular, and with their parents; and that contact will be followed up with efforts to effect and maintain improvement, including the development of an attendance improvement plan and appropriate follow-up reviews.

- b. That the withholding of credits for failing to meet the attendance requirements will be imposed only after counselling, suspension, and other means of dealing with unsatisfactory attendance have proven to be ineffectual.
6. When, in the judgement of the principal, a student is in repeated violation of the attendance provisions of the School Act, the Attendance Officer is to be consulted.
7. Disciplinary action taken in response to unsatisfactory attendance is to be consistent with the provisions of Regulation 6001 - School Discipline.

**Re-issued:** February 15, 2003

#### **References**

- Legal Reference:**
- School Act R.S.A. 2000, c. S-3, sections 13, 14 and 15