



ÉCOLE SECONDAIRE **KELVIN** HIGH SCHOOL

OVER 100 YEARS OF EXCELLENCE

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M. Davidson, Vice-Principal T. Cox, Principal M. Charbonneau, Vice-Principal



Attendance Procedures 2023-2024

Attendance Rationale:

There is a strong link between student attendance and student achievement. When a student is away from school they lose out on educational opportunities in the classroom that are difficult to duplicate. Absence(s) means missed learning and without it the learning process becomes fragmented. Social relationships and creating a learning community are also essential components and directly connected to attendance.

École Kelvin High School aims to:

- Emphasize the importance to all students that attendance in their courses is an essential part of making full use of all educational opportunities and maximize their achievement in class.
- Promote a consistent approach across our school towards all matters relating to attendance.
- Implement a multi-layer communication system.
- Clarify the roles and responsibilities of all parties related to attendance.
- Stress the importance of school and home to work in partnership to support student attendance.

Attendance Policy Communication

- ◇ Parents/Guardians enter the verified absence in the Safe Arrival Reporting System for their child.
- ◇ Parents/guardians are notified by the system for any unverified absence.
- ◇ Teachers will make phone calls home to discuss learning concerns due to attendance.
- ◇ The school will send attendance letters home as an additional communication.
- ◇ Administration and guidance may choose to set up student, parent/guardian meetings.
- ◇ All attendance communication is recorded in student records.

Parents and Guardians

We encourage you to use the SafeArrival System to report your child's absence in advance using any of these 3 methods:

- On your mobile device, **SchoolMessenger app** (from the link at <https://go.schoolmessenger.ca>)
- SafeArrival Website (<https://go.schoolmessenger.ca>)
- Call the toll-free number **1-855-278-4513** to report an absence using the automated phone system

These options are available 24 hours/day, 7 days a week.
Future absences can be reported at any time. The cut-off time is 1:00 PM

Verified Absences

Only parent(s)/guardian(s) can authorize a student's absence. A recording of absence(s) must be entered into the school messenger system prior to the absence.

The following are valid reasons for an authorized absence:

- 1) Student is ill, receiving medical attention or is attending a medical appointment
- 2) Days of religious observance
- 3) Absences related to family circumstances (bereavement, serious illness etc.)

Other absences, such as approved school events and field trips, will be communicated with teacher(s) ahead of time and are approved by the parent(s)/guardian(s) via a field trip letter. These absences are entered by the school as **“excused absence”** or **“school activity”**.

Medical/Dental Appointments

- Students and their parent(s)/guardian(s) will be encouraged to arrange routine medical and dental appointments outside of school hours wherever possible. If it is not possible, student(s) are encouraged to ensure that they communicate this with their teacher(s) ahead of time to ensure missed work is completed.

Holidays

- Students and their parents/guardians will be discouraged to take annual holidays during school time. Families who feel it is unavoidable to take a holiday during school time will be asked to notify the school in writing at least 4 weeks in advance of the proposed date of departure.
- Students and parents/guardians will complete the travel form found on our website.
- Administration signs off on all holidays requests.

Unverified Absences

These are absences where:

- 1) No letter, explanation or recorded reason in Safe Arrival is provided by parent(s) / guardian(s).
- 2) A student accumulates a series/pattern of verified absences in a course(s) - A medical note may be required to verify and excuse the student.