

Student Attendance	Situation	Action
Arrivals	Student is <u>late</u>	"Late" marked on attendance sheet with number of minutes late
Departures	Student leaves <u>early</u>	"Departure" marked on attendance sheet and number of minutes remaining in class
School Bus	School Bus students arrive at 9:00am and depart at 3:15pm	Students must be on the official list of students authorized to take the school bus. Students should not leave until 3:10pm
Class Breaks	Class breaks are 10 mins long and are indicated by the bell	Teachers with class must supervise the hallways
	Student exceeds 10 min break	1)Teacher will address this issue directly with student 2)Time out of class is deducted from attendance
<p><b>Absenteeism</b></p> <p>Students are expected to attend 100% of the time</p> <p>80% attendance is required</p>	Absent 3 days a month	<p><u>3 Steps</u></p> <p>1 ) Give students an <b><u>Attendance Warning Letter</u></b></p> <p>Identify the days the students have missed</p> <p>Write down a date which you expect this student to improve</p> <p>Remind the student that absences must be justified by an official note to be initialled by you and submitted to the office</p> <p>Submit a copy of the Attendance Warning to the office</p> <p>2) <b><u>Use JADE</u></b></p> <p>Accompany this intervention by showing their attendance and progress with JADE</p> <p>Show them the percentages of absences so far</p> <p>Direct their attention to the number of hours they've spent in your course</p> <p>3) <b><u>Phone Home</u></b></p> <p>If you haven't seen a student for a recent number of days in your class, and you determine, through JADE or other teachers, that this student is still enrolled at the Centre – Be pro- active – CALL HOME</p>
	Absent 5 days consecutive absences in your class	Students are not allowed to sign in, even if their name is on your list. Please phone the office before sending them down to complete a "Request for Return" form to be submitted to the Principal.
	Excessive Overall Absenteeism	1)Submit an at-risk report to the Principal Indicate what interventions you have made so far.  2) Consequences may be : RETENTION, WITHDRAWL or an invitation to PROVIN' It

Student Behaviour	Situation	Action
Smoking	Student is smoking closer than 9 metres from entrance	Warning and Referral to Administration. Designated smoking area are in front of centre on sidewalk or behind school on "Smoking Pad "
Drug and Alcohol Use	Student appears to be under influence or smells of alcohol or drugs	Student immediately referred to Administration. 3 month suspension for 1 <sup>st</sup> offence and removal for 1 year for 2 <sup>nd</sup> offence Police and or family called if necessary

Student Behaviour and Performance Intervention Programs	Situation	Action
Retention Program	Student show consistently poor behaviour or poor attendance in most or all classes	Teachers have intervened with student with little result. Student agrees to plan for improvement. Teachers refers to Principal for Retention Program. Student and Principal agree to targets, strategies and deadlines for improvement.
Academic Contract	Student, who is academically capable, shows a lack of progress	Teachers establish a plan of action with student, including specific deadlines and consequences. Teacher meets with student to agree on an Academic contract. A copy of the contract is submitted to the Principal
Early Intervention Network (EIN)	Students struggling with personal issues, which interfere with their progress	Support provided by Centre as Necessary
Provin' It	Students have been withdrawn from the Centre	By invitation only from the Administration, the student may be invited to participate in a re-integration program for 5 weeks