



MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION, AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE - EXHIBIT: ATTENDANCE PROCEDURES-
CONTINUUM OF SUPPORTS**

<i>EXHIBIT CODE:</i>	<i>606 E 001</i>
Policy Reference: 606 – Student Attendance	Procedure Code Reference: 606 P 001 – Student Attendance

EXHIBIT

Tier 4 - System Interventions
<ul style="list-style-type: none"> ○ Attendance Board Referral ○ Formal attendance letter home ○ Community Conference Facilitation Referral ○ Case conference including the Attendance Officer ○ Enter any place other than a dwelling to determine if a student is present and direct that student to their home or school ○ Seek an ex parte warrant to enter, without force, a home/dwelling to determine if a student who should be at school is present and to direct conditions as authorized by a judge or justice of the peace
Tier 3 - School Interventions
<ul style="list-style-type: none"> ○ Letter home ○ Case conference meeting ○ Home visit (at school’s discretion) ○ Consult with Office of Student Attendance & Re-engagement (OSAR) ○ Consider an attendance “mentor” ○ Hard to Reach Parents - Alternative avenues (Facebook message or other social media contact) ○ Alternative structures or schedules (as appropriate) ○ Connect student with a mentor ○ Creation of attendance plan with student and family ○ School or Admin contact with home - by phone or email (not a formal letter at this point) ○ Weekly attendance monitoring through Dossier reports ○ Refer families to appropriate school-based resources or external support agencies (eg. Common Ground, Triple P Parenting - McMan, City of Med Hat FSLWs, Bridges, FSCD, CMH, other)

Tier 2 - Classroom Interventions

- Meet with family
- If the student has siblings in the school, how is their attendance?
- Consult with admin, classroom support teacher or school counsellor (if available)
- Recognizing improved attendance
- Contact and Communication with home - phone calls, personal notes, log entries
- Engaging students and parents
- Personalized early outreach (e.g. handwritten notes in agenda in lieu of formal letter(s) home)
- Implement strategies in school-based Attendance Plan

Tier 1 Prevention

Per AB ED: Includes examining our Engagement, School Culture, Pedagogy, Structure, Leadership

- Establishing an Optimal Learning Environment in the classroom
- Shared Accountability School/Student/Home
- Regular and meaningful communication with parents/guardians by the classroom teacher
- Early Intervention and Monitoring
- Daily Accurate Attendance Data and Monitoring
- Training school staff to understand Attendance Data
- Accurate PowerSchool Contact information
- Setting goals and targets for attendance data
- Recognizing good attendance
- Particular attention to Transition years
- Involving other organizations in promoting and supporting good attention
- Supporting engagement through school belonging
- Positive Messaging (school based and system based – posters, online messaging, etc.)
- Parent/Community Support
- Incentive Programs (classroom based and/or school based)
- Setting Expectations
- School targets for attendance (goal setting)
- School Attendance Plan

Approved: October 1, 2018

Revised: _____

