

**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 AP 001 – Student Attendance

EXHIBIT

Tier 4 - System Interventions
- o Attendance Board Referral - o Formal attendance letter home - o Community Conference Facilitation Referral - o Case conference including the Attendance Officer - o Enter any place other than a dwelling to determine if a student is present and direct that student to their home or school - o 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
- o Letter home - o Case conference meeting - o Home visit (at school's discretion) - o Consult with Office of Student Attendance & Re-engagement (OSAR) - o Consider an attendance "mentor" - o Hard to Reach Parents - Alternative avenues (Facebook message or other social media contact) - o Alternative structures or schedules (as appropriate) - o Connect student with a mentor - o Creation of attendance plan with student and family - o School or Admin contact with home - by phone or email (not a formal letter at this point) - o Weekly attendance monitoring through Dossier reports - o 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

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

Tier 1 Prevention

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

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

Approved: October 1, 2018

Revised: _____

