



St. John Paul II Catholic School

Knowledge, Faith, and Pride Acquired and Retained Forever

9975 – 93 Avenue, Fort Saskatchewan, Alberta T8L 1N5

Phone: (780) 992-0889 • Fax: (780) 998-7345

Steven Tymko – Principal; Tracy Melnyk – Assistant Principal

stjp2.eics.ab.ca

St. John Paul II Attendance Policy:

According to Section 12(b) of the School Act, “...students must attend school regularly and punctually.” Achievement in school is dependent on regular and punctual attendance. If expectations are not met, one or more of the following consequences may result:

- Making up lost time in: *Student Center, Flex Session, In-School Suspension, or at Teacher’s Discretion*
- Losing Privileges: *Removal from extracurricular activities*
- Unable to participate in Graduation Celebrations
- Withdrawal from class
- Withdrawal from school

Procedure for Reporting an Absence or Late:

- When a student is absent from a class, **his/her parent or guardian MUST phone 780-992-0889 or email the school: yvonner@eics.ab.ca before 2 PM that same day.**
- Students who are absent without an acceptable reason will have their attendance marked as **UNEXCUSED** and the parents will be notified that same day via telephone
- Students failing to comply with the School Act outlining attendance guidelines will be assigned a **final grade** in the course which, **along with their accumulated absences**, will be reported to Alberta Education and recorded on their **permanent academic record**.

Unexcused Student Absence & Late Protocol (3, 6, 9):

- Teacher calls home after 3 absences or lates. Logs parent contact (outcome) in PowerSchool.
- After 6 absences or lates, teacher contacts parents again, logging in PowerSchool, and also refers this to school counsellor for further assessment.
- After 9 absences or lates, all of the above happen, as well, it goes to the RTI Committee where Administration are involved and will intervene. Parent contact will be made again by Administration.

Grade 12 Graduation Expectations:

In order to participate in the graduation celebrations, **the graduate MUST have at least a 90% attendance rate**. What does this mean? Students who are enrolled in a 5 credit course cannot miss more than 8 classes in a course, or 4 classes in a 3 credit course, otherwise you are not meeting the graduation requirement. School Administration will post 4 grad lists throughout the year: **November, January, April & June**. If you are **NOT on the Grad List**, it is your responsibility to speak to Mr. Tymko regarding your status.

****NOTE: Parents CANNOT call to “blanket excuse” their child from classes; this is not our policy and will not be supported as it impedes student learning and student success. This includes ALL students, even those 18 years and older ☺ Thank you for helping us nurture responsible citizens!**