



# Riverton Collegiate Institute

Box 749 – Riverton, Manitoba R0C 2R0

Phone: 204-378-5135  
 Fax: 204-378-5201  
 e-mail: [rci@esd.ca](mailto:rci@esd.ca)

Principal: Ms. Erin Furgala  
 Asst. Principal: Mr. Rob Jantz

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Dear Parent(s) / Guardian(s),

Evergreen School Division believes that regular and punctual attendance enhances opportunities to learn by assuring that students receive maximum instructional time. In January 2019, ESD updated the Attendance Policy to reflect updated practices to encourage improved attendance.

- Every **student** is responsible for attending school and classes regularly and on time and completing assignments and other related work as required.
- It is the responsibility of the **parent/guardian** to ensure that each child attends school regularly and punctually in accordance with the provisions of The Public Schools Act and policies of Evergreen School Division.
- The **Principal** is responsible for ensuring the regular reporting of attendance to parent/guardian. Every student absence will be reported to parents/guardians, with the exception of those who have contacted the school in advance to explain the nature of the child's absence from school. *Please note: when attendance is taken a student is either Absent (not physically present) or Present (physically present).*

**All** absences have the potential to negatively affect learning, and thus all absences are concerning. The guidelines below provide reference points for school responses to absenteeism but are to be applied using discernment, compassion and professional judgment regarding appropriateness.

If a student has <b>FIVE</b> or more absences in a single course/semester	The Teacher of that course: <ul style="list-style-type: none"> <li>• will have a conversation with student</li> <li>• will email parent / guardian to open a discussion on their child's attendance, stressing the importance of regular attendance and its impact on learning</li> </ul>
If a student has <b>EIGHT</b> or more cumulative absences in a single course/semester	The Teacher of that course <ul style="list-style-type: none"> <li>• will have another conversation with student</li> <li>• will call parent / guardian and send a follow up email</li> </ul>
If a student has <b>TEN</b> or more cumulative absences in a single course/semester	Teacher will consult with Principal. Principal will review student's attendance patterns, reasons behind absenteeism, course completion, current grades, age, etc. .....continued

<p>If a student has <b>TEN</b> or more cumulative absences in a single course/semester (continued)</p>	<p>Course credit is now under review.</p> <p>Principal will send a letter home.</p> <p>Principal will meet with student. A <b>Student Contract</b> is to be drawn up that clearly outlines expectations and consequences for non – compliance. Student must sign contract. Copy to be shared with parent/guardian.</p>
<p>If a student has <b>TWELVE</b> or more cumulative absences in a single course/semester</p>	<p>Principal will consult with Assistant Superintendent.</p> <p>Student and parent/guardian will be informed that credit has been lost and student will be removed from the course.</p> <p>Student may initiate an appeal only if they have a passing grade in the course.</p>

As per Evergreen School Division Administrative Procedure 1.A.30 Code of Conduct, students are to attend school regularly and **punctually**. This includes reporting to class with all materials.

In order for a student to report to a classroom “late”, he/she must sign in at the office and collect a “late slip” that will be submitted to the classroom teacher.

Each time a student has accumulated three “lates” in a course, it is the expectation that he/she make arrangements to attend a 45-min learning opportunity during the lunch hour to “make-up” the missed time. This must be completed within one week of the third recorded late. In the event the learning time is not recovered, it would then be recorded as an absence in the course and contribute to the total absences count.

For reference:

- The morning bell rings at 8:55 with a warning bell ringing at 8:52. Students are expected to be in the classroom for the 8:55 bell, the playing of “O Canada” and announcements.
- There is no break between first and second period classes - students should report directly from one class to the next.
- Morning break is 15 minutes in length with a warning bell at 13 minutes. Students should be in the third period class when the end of break bell rings.
- The afternoon break is five minutes in length.
- There is not sufficient time to leave school property during the morning or afternoon breaks.

Thank you for supporting your child(ren) in forming positive working habits and contributing to their continued educational success. If you have any questions, please contact me, either by phone or email.

Sincerely,



Erin Furgala  
Principal