



## Calgary Changemaker School Attendance and Reporting Policy

**Purpose:** This policy ensures the safety and effective education of students at Calgary Changemaker School, aligning with the Education Act and Alberta Education guidelines.

**Applicable to full-time, registered students in Grades 1-8 at the Calgary Changemaker School.** *Please see special sections for Jr and Sr Kindergarten and Homeschooling below.*

### I. Parental Responsibilities

#### 1. Tuition Agreement and Financial Commitment:

- All parents sign an agreement each academic year committing to a full academic year of attendance and payment (start date to end of June).
- *There are no refunds or payment plan adjustments for mid-year withdrawals for any reason as per the signed agreement.*

#### 2. Regular Attendance and Punctuality:

- Under Section 7(1) of the Education Act, every child aged 6 to 16 and residing in Alberta is required to attend school.
- Parents must ensure their child attends school regularly and on time, per Section 31(a) of the Education Act.
- Parents must report absences or tardiness to the school front office with valid reasons, in accordance with Section 7(4) of the Act.

#### 3. Supportive Environment and Collaboration:

- Parents will promptly address attendance challenges in collaboration with school staff and maintain respectful and collaborative dialogue.
- Parents will provide a comprehensive letter from a medical professional when requesting a modified schedule or changes to regular attendance.
- The Calgary Changemaker School strives to make reasonable adjustments to student schedules or modifications to programming and curriculum when provided with appropriate documentation such as a psych-ed assessment or a detailed letter from a doctor or psychologist. Due to limited resources and funding, we may not be able to accommodate all requests.

#### 4. Mid-Year School Changes

- Parents will notify the school in writing when transitioning to a new school or homeschooling.



# Calgary Changemaker School

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- There are **no** refunds or adjustments to payment plans when choosing to withdraw mid-year as staffing and resources have already been allocated for your child.
- Parents must re-apply and go through the application process again for their student if wishing to return to the Calgary Changemaker School after withdrawing.
- A placement at our school is not guaranteed, even for returning students, and all students must re-apply and re-register each academic year.

## 5. Junior and Senior Kindergarten Attendance:

- *Junior Kindergarten*: Optional attendance under a recreation program.
- *Senior Kindergarten*: Optional full-time attendance as a registered student. The Calgary Changemaker School offers more than twice the required instructional hours for Kindergarten in Alberta and therefore, parents may choose part-time attendance.

## 6. Homeschooling:

- Parents will notify the school in writing when withdrawing to transition to homeschooling.
- Students must be registered as a homeschooler with an *external* homeschool board or school, a separate hybrid/online program, or registered directly with the Minister of Education as an “unsupervised” fully parent-led homeschooler.
- The Calgary Changemaker School sometimes offers a homeschooling recreational program through [ChangemakerWorkshops.com](http://ChangemakerWorkshops.com) similar to any other camp or recreational class you might attend outside of school.
- Our homeschool recreational program participants are **not** registered with the Calgary Changemaker School as a student and will not receive any formal assessments or report cards.
- Attendance in our homeschool rec program is optional for homeschoolers.
- The Calgary Changemaker School is not responsible for school attendance or meeting the educational requirements or special education support needs of homeschoolers.

## II. Student Responsibilities (Grades 1-8)

- Students will maintain regular and punctual attendance within their control.
- Students will engage actively and positively in learning and school activities.
- Students will contribute to a respectful, safe learning environment.
- Students will adhere to school rules and policies.

## III. School Staff Attendance & Reporting Responsibilities

### 1. Attendance Management:

- School staff must monitor and record student attendance accurately.
- School staff will identify and address attendance irregularities.

### 2. Early Intervention and Communication:

- School staff will notify parents about attendance issues and collaborate on improvement strategies.



### 3. Legal Compliance and Reporting:

- Teachers must report attendance issues to administration.
- School administration may report severe attendance issues to the Alberta Attendance Board.
- School staff are legally bound to mandatory reporting of suspected neglect or abuse as per The Child, Youth and Family Enhancement Act and will undergo training on identifying and reporting suspected neglect and abuse.
- School staff will maintain confidentiality and professionalism in all cases.

### IV. Legal Framework and Consequences Related to Attendance

- The private school is legally responsible for ensuring student attendance (Section 7(3)).
- Failure to adhere to policies may result in suspension or expulsion from school and/or reported to the appropriate authorities.
- Severe attendance issues may be addressed through formal hearings or mediation after reported to the Alberta Attendance Board.
- The Alberta Attendance Board may issue directives including attendance orders or monetary penalties of up to \$100 per school day missed.
- Aggressive behavior by parents or students on school premises is not tolerated.

### Notes:

This policy underscores our commitment to student safety, well-being, and educational engagement at Calgary Changemaker School.

This policy aligns with the Education Act. For detailed sections, visit the Alberta Education Guide to Education Act: <https://www.alberta.ca/education-guide-education-act>.

For more detailed information regarding the rights and responsibilities of parents, students and school staff, read our Code of Conduct which is reviewed annually and is posted on the publicly accessible policy section of our website.

**REVIEWED, UPDATED & APPROVED:** March 2023

**Next Review Date:** March 2024