

## ATTENDANCE POLICY

Policy Category	Learners
Policy Search Name	L – Attendance Policy (2020)
<b>*Anishinabek Standard</b>	
<i>Place of Learning</i>	<i>B. Provides multiple avenues for student to access the learning that is offered, as well as multiple forms of assessment for students to demonstrate what they have learned.</i>
<i>Educators</i>	<i>D. Educators work closely with parents to achieve a high level of complementary educational expectations between home and school.</i>
<i>Students</i>	<i>B. Students are able to build on the knowledge and skills of the local cultural UCCMM community as a foundation from which to achieve personal and academic success throughout life.</i>
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	7/22/2020 Motion #042-2020
Effective Date	7/22/2020
Previous Versions	Date initially approved: 7/22/2020 Date of last revision: N/A

*\*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.*

### 1.0 Background and Purpose

1.1 As a trauma-sensitive and trauma-informed place of learning, Kenjgewin Teg will support **ekinoomaagasijig** in their academic success; class attendance is one of many integral components leading to successful student learning outcomes.

1.2 Research indicates that attendance in learning is statistically significant in supporting class grade and overall academic performance of **ekinoomaagasijig**. Because of this direct correlation between academic performance and attendance, and as a trauma-sensitive and trauma-informed place of learning, Kenjgewin Teg formalizes this attendance policy for all students.

1.3 As a community-based place of learning, programs and their class sizes at Kenjgewin Teg may vary from high to low student to instructor ratios, pending the program need and actual enrollment. For courses with class sizes of ten students or less, interactive learning engagement with other students and instructors in a structured setting that includes attendance expectations becomes an essential and central component of Kenjgewin Teg’s Anishinabek culturally sensitive academic learning environment.

## 2.0 Definitions

“academic and/or skills program”	for purposes of this policy, this refers to courses and programs where students earn credits toward and/or achieve graduation status; this also includes skills-based programs where similar graduation requirements and expectations have been identified as part of the program; e.g. a skills based program that includes OSSD credits; a post-secondary program from a college or university partner delivered by Kenjgewin Teg; a pre/apprenticeship skills program that identifies hours, work-placement, or others required for successful completion;
“ekinoomaagasid”	is the Mnidoo Mnising dialect/Anishinabemowin word that refers to all students or learners (Indigenous or non-Indigenous) of Kenjgewin Teg
“ekinoomaagasijig”	is the plural form of <i>ekinoomaagasid</i>
“ezhinoomaaget”	is the Mnidoo Mnising dialect/Anishinabemowin word that refers to all instructors or faculty members (Indigenous and non-Indigenous) that are teaching/instructing at Kenjgewin Teg
“ezhinoomaagejik”	is the plural form of <i>ezhinoomaaget</i>
“trauma-informed”	for the purposes of this policy, this refers to the delivery of wholistic behavioral health services in a way that includes understanding of trauma and an awareness of the impact it can have across settings, services and learners within Kenjgewin Teg’s learning environment
“trauma-sensitive”	for the purposes of this policy, this refers to a safe and respectful learning environment that enables learners to build caring relationships with adults and peers, self-regulate their emotions and behaviors, and succeed academically while supporting <i>mino-bmaadziwin (living a good life)</i>

## 3.0 Application

3.1 This policy applies to all ***ekinoomaagasijig*** who are registered in an academic and/or skills program.

3.2 An online course(s) or program may have similar expectations relating to online participation; this class attendance policy will apply to ***ekinoomaagasijig*** enrolled in online courses who require computer network and computer lab services of Kenjgewin Teg to successfully complete their course or program of study.

## 4.0 Policy

### Policy Objective

4.1 The objective of this policy is to support a learning environment whereby **ekinoomaagasijig** and **ezhinoomaagejik** have clear expectations and understanding of class attendance for maximum understanding, comprehension and application of course materials as required by course outline(s).

### Starting a New Course or Program

4.2 At the start of first scheduled course(s) of a new academic and/or skills program, **ezhinoomaagejik** are encouraged to use teaching and learning strategies that promote early-on professional instructor-student trust and accountability relationships. Such relationships created at the onset of a new academic and/or skills program will help ensure ongoing positive and respectful student/instructor communications occur throughout the academic and/or skills program.

4.3 Course instructors may also have explicitly defined assessment components related to in-class participation (attendance) as per their course outlines. Class attendance expectations will be communicated by the Instructor at the beginning of each course. Similarly, the impact of non-attendance on grades will also be outlined by the Instructor at the beginning of the academic and/or skills program.

4.4 At the start of each new semester, **ekinoomaagasijig** who are absent and miss more than a range of 15-25% of course instruction hours without contact with their Instructor and/or without contact with the Dean of Student Wellness and Services team, will not be considered in the official student enrollment count for that course (or program as applicable). A percentage range of 15-25% of course instruction hours is given to allow flexibility and judgement for instructors, the student services team, and student to determine whether successful course completion may still be achieved with initial course absence.

4.5 Absence with or without communicated explanation may result in voluntary or involuntary withdrawal – see related Voluntary and Involuntary Withdrawal – Academic and Skills-Based Programs Policy.

### Academic and/or Skills Program is Underway: Attendance and Academic Risk

4.6 Once a course has started, if an Instructor determines that a student has two consecutive class absences without contact or reason from the student, the Instructor will notify the Dean of Student Wellness and Supports for coordinated contact and assistance in supporting the student becoming re-engaged with their program requirements.

4.7 Unexplained absence(s) by an **ekinoomaagasid** may contribute to jeopardizing a student's ability to obtain a passing grade in the course, and the student may then be situated under the academic risk policy.

4.8 Absence with or without communicated explanation after a course has started may also result in voluntary or involuntary withdrawal – see related Academic Risk Policy; Voluntary and Involuntary Withdrawal – Academic and Skills-Based Programs Policy.

### **Absence as Result of Short-Term Extenuating Circumstances**

4.9 An extenuating circumstance is where the student anticipates a full recovery and return to previous levels of academic functioning within or less than one month. This applies to extenuating circumstances that lead to a reduced ability to meet academic requirements due to physical or mental impairment. This includes an extended unanticipated illness, a serious injury (e.g. concussion, broken bones), a required treatment (surgical procedure, significant side effects from new medication), serious injury or illness to a significant other, bereavement, traumatic event, or other significant personal crisis. Extenuating circumstances may result in voluntary or involuntary withdrawal – see related Voluntary and Involuntary Withdrawal – Academic and Skills-Based Programs Policy.

4.10 In the event of a short term extenuation circumstance, ***ekinoomaagasijig*** will be supported to succeed in their academic and/or skills program with their cooperation and commitment; a student who is absent as a result of a short-term extenuation circumstance are encouraged to quickly and proactively meet with the Student Wellness and Supports team and their instructor(s) as soon as possible.

4.11 ***Ekinoomaagasijig*** experiencing extenuating circumstances may be unable to meet academic requirements or may have a reduced capacity to complete required academic obligations. Students may be able to complete some academic requirements but not others. Academic considerations should be individualized to a student's circumstances and in proportion to the student's ability to complete academic requirements.

4.12 Prolonged absences without communication between a student, and/or their instructor(s) and/or the Student Wellness and Supports team will significantly decrease the probability of academic and/or skills program success; in these circumstances, course repeat by the student may be the only option available; course repeat(s) opportunities may not always be available directly from Kenjgewin Teg, and a student may have to enroll and repeat a course(s) using a different delivery method with another or the same post-secondary institution, independently from their enrollment at Kenjgewin Teg.

### **Absence for Ceremonial Reasons**

4.13 ***Ekinoomaagasijig*** will be supported in their wholistic personal wellness goals balanced together with the requirements of succeeding in their academic and/or skills program. A student wanting to attend ceremonies which will result in absence(s) from scheduled classes, are proactively encouraged to meet with the Student Wellness and Supports team and their Instructor(s) as soon as possible to mutually agree on any requirements for continued success in their academic and/or skills program as a result of their planned absence.

4.14 Ceremonial reason absence(s) from scheduled classes which have not been proactively discussed and planned in advance will significantly decrease the probability of course success; it is acknowledged in these circumstances that course repeat by the student may be the only option

available; course repeat(s) opportunities may not always be available directly from Kenjgewin Teg, and the student may have to enroll and repeat a course(s) using a different delivery method with another or the same post-secondary institution, independently from their enrollment at Kenjgewin Teg.

**5.0 Roles and Responsibilities**

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg. The Vice President of Lifelong Learning is responsible for policy implementation. **Ezhinoomaagejik** are important connectors to students and overall student success. **Ezhinoomaagejik** and the Student Services and Wellness team will create effective communication strategies and tools to implement this policy.

5.2 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

**6.0 Evaluation Date - 10/31/2022**

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

<p><b>Related Legislation, Policies, Procedures, Guidelines and Documents</b></p>	<ul style="list-style-type: none"> <li>• Students at Educational Risk Policy</li> <li>• Voluntary and Involuntary Withdrawal – Academic and Skills-Based Programs</li> <li>• Trauma-sensitive and Trauma-informed Place of Learning Philosophy</li> </ul>
<p><b>Policies Superseded by this Policy</b></p>	<p>None</p>
<p><b><i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i></b></p>	