

ATTENDANCE

Regular attendance at school is critical for the student's learning and achievement of course expectations. Where, in the principal's judgement, a student's frequent absences from school are jeopardizing his or her successful completion of a course, school staff will meet with student and the parents to explain potential consequences of the absences including failure to gain credits, and discuss steps that could be taken to improve attendance. **Skipping class is a serious offence. The classroom teacher will notify parents on the first and second offence. The third time a student skips a class, the vice-principal will be notified and the student will be consequenced. The consequence may be a detention and/or a suspension.**

Parents /Guardians are asked to phone the school to inform of a student's absence. A message may be left on the answering machine. **Students are to submit a letter from home or a phone call made to the Attendance Secretary on return from an absence.** The Attendance Secretary will record and file the letter and issues an admit-to-class for entry into other subject classes.

The school attendance record is issued daily and the subject teacher checks for discrepancies. These are reported to the appropriate vice-principal.

Please note that according to Ministry guidelines a student who misses 15 consecutive periods/days without the student or parent contacting the school about the nature of the absence will be summarily removed from the school's enrolment register. Persistent truancy will result in suspension from school. Students of compulsory school age who do not attend school regularly will be reported to the school board attendance counsellor.

OTHER ATTENDANCE RELATED PROCEDURES

a) Absences

Students who are absent for 5 or more consecutive days due to illness, will be required to have a doctor's note upon their return to school.

b) Lates

Students are expected to be on time for school and for all classes. Tardiness is disruptive to teaching and is not acceptable. Occasional late arrivals due to unusual circumstances will happen to everyone. When this happens during the school day, students are expected to report to the Attendance Office for an admit slip. Students are to provide a note to the attendance secretary upon arrival to school. **Students who arrive late, do not sign in and attend classes selectively will be considered to be skipping/truant.**

Please note:

After a 4th late, the school will call home to inform parents of the lateness.

On the 5th, 6th, & 7th late, the student will be assigned a one hour detention after school.

On the 8th, 9th, 10th, & 11th late, the student will be assigned a 1 ½ hr. after school detention.

On the 12th late, the student will be suspended for one day.

On the 13th, 14th, & 15th late, the student will be assigned a one hour after school detention.

On the 16th, 17th, 18th, & 19th late, the student will be assigned a 1 ½ hr. after school detention.

On the 20th late, the student will be suspended with a possible referral to the attendance counsellor.

c) Early Leaves

If a student must leave school (e.g. medical appointment), the student is to come to the attendance office **before school begins** to obtain an early leave. The student must present a note from his/her parent(s) explaining the necessity for the early leave to the Attendance Secretary.

If returning to school on the same day, the student must return to the main office to sign back in. During the school day, students who are too ill to remain in the class should inform their teacher and report to the main office. The office staff will assist the student in contacting his/her parents.

Under no circumstances may the student leave school without following these procedures, and without authorization. Failure to comply with these instructions is considered to be skipping/truant. A student, on his/her return to school must show the early leave slip to his/her teachers; otherwise, it is a skip.

d) Family Vacations

Family vacations should be scheduled during the school's official vacation times. They are not an appropriate reason for a student missing school time. For attendance purposes, parents are required to notify the attendance secretary in writing at least one week before the vacation and students are required to have their teacher fill in an **Extended Vacation Form** two weeks prior to the vacation. This form must be signed by an administrator as well. In all instances the students take responsibility for keeping up with their academic work.