

# ATTENDANCE

## Attendance

School Messenger – this is the computerized phone/email system used to advise parents of students' daily attendance.

## Absences

**(Please do not call the school to report an absence unless it is on the 4<sup>th</sup> day)**

- Regular attendance is required since absences can seriously interfere with progress. Satisfactory progress in subject courses require daily discussion and interaction between students and teachers.
- Attendance and punctuality are recorded and reported for each subject class.
- If an absence is for more than 4 days, parents or guardians are encouraged to contact the grade counsellor who will then contact all teachers involved and may arrange for missed work to be assigned.
- **Students returning to school after an absence must present a note dated and signed by their parent/guardian. After the note is presented and signed by all teachers whose classes were missed, it must be put in the box in the main office. The note must contain the following information:**

{	Date	}	Notes that are incomplete or illegible will <b>NOT</b> be entered
	Student First & Last Name		
	Student Number		
	Grade		
	Reason for Absences		
	Date(s) of Absence(s)		
{	Signature of Parent/Guardian	}	

- Students are encouraged to make appointments (doctor, dentist, driving lessons, etc.) after school hours whenever possible.
- Students wishing to go on field trips must obtain prior approval from the subject teachers whose classes they will miss. The teacher responsible for the field trip will provide students with a permission form to be signed by the subject teachers affected by the absence.
- Athletic early dismissal slips should be given to the subject teacher at the beginning of the class. It should be noted these early dismissals are a privilege not a right.
- Teachers are not obligated to assist students in making up missed work due to an unexplained absence.

## Tardiness

Arriving late to class demonstrates a lack of consideration for teachers and fellow students. Students are expected to be in class when the second bell rings.

## Extended Vacation for Students

Extended holidays are not acceptable as excused absences. Teachers should not be expected to provide work nor give extra time for assignments. The loss of marks is a logical consequence of such absences. Evaluation of a student's learning is based on the work of the whole year. All work counts! Therefore, vacation plans for students should be made outside of the time that school is in session. Please see grade counsellor for an Extended Vacation Form.