



Student ATTENDANCE Expectations



1. All students ***must attend*** all classes in which they are registered including Homeroom Advisory. Being in school every day is extremely important both academically and socially.
2. ***Students absent*** during the day ***cannot engage in school events that night***.
3. Students who are absent from class are expected to:
 - Submit an excuse to their teacher so their attendance record can be updated;
 - Students are not to leave the building during school hours without going to the office and signing out. Students are expected to sign in at the main office if they arrive after classes have begun. Students are expected to provide written excuses when signing out.

School Attendance Policy

- After three to five classes missed (excused and unexcused) in any one period the homeroom advisor will contact the home;
- After six to ten classes missed (excused and unexcused) a referral is made to our Education Support Services Team (ESS Team) by the homeroom teacher and a letter will be sent to the home. There will be one on one contact with the home by a member of the ESS Team.
- After 11 plus classes missed (excused and unexcused) administration involvement is activated.
- At 15 absences (excused and unexcused) the student and parent will be invited to attend a meeting to discuss the continued absences. The student will be placed on an attendance contract with the understanding that absences exceeding 20 days in a subject, will result in the student meeting with administration to determine an appropriate resolution. Students missing more than 20 Homeroom Advisory periods will not be eligible for High Honours/Honours Awards.

Attendance Notification

Attendance is monitored on a class by class basis, through regular contact with home by our teachers and through our automated *SchoolConnects* calling system. In order to effectively communicate with you, please make certain that we have a current working telephone number that can receive these incoming messages.

You can verify your child's attendance through the use of the PowerSchool Public Portal. If you have yet to register for this site, please contact the school office at 658-5361 for access details. At any time, if you have a question about an absence, please do not hesitate to contact your child's teacher.