



## Policies and Procedures

### Section Four – Curriculum and Instruction

#### **408 – ATTENDANCE**

##### **Introduction**

Regular attendance is an important ingredient for successful performance in school achievement. Students are expected to attend school regularly, except when sick or as a result of other unavoidable causes. Prolonged and/or frequent absence usually affects school achievement negatively in addition to creating extra work for students and teachers. Financially, attendance is important because grants assigned to the school by the Ministry of Education are based on daily attendance. Students missing many school days may not be eligible for the government grant.

##### **Policy 408.1**

**Students are expected to attend classes when school is in session.**

##### **Policy 408.2**

**The principal will develop procedures for tracking attendance and dealing with truancy.**

#### **BENVOULIN CAMPUS PROCEDURES**

##### **Attendance**

1. Absences for part or all of a day must be covered by a note signed by the parent. The note is to be given to the home room teacher by the student on the first day of his return. A phone call to the office by the parent, before 9:00 A.M., on the day a student is away is appreciated.
2. Students who are absent are responsible for the work missed. A classmate or family member should obtain assignments to keep absent students up to date. Students who are absent for a scheduled test will be expected to write the missed test the day they return. The same is true of assignments due.
3. Students who are sick or have absences may not participate in any extra-curricular activities that day or evening. (the local Athletic Association prohibits students from competing in interschool athletic competition if they have not attended school for at least half the day of a game)
4. Attendance for each day and period will be recorded and closely monitored by the staff.

5. Excessive Absence - Each case will be handled on an individual basis. After 5 absences, the teacher will notify the parent & administration. Students who miss 10 classes in a particular subject will not be given credit for the course without permission of the subject teacher and principal.
6. Intentionally Missing Classes - A student is required to attend every class on their timetable. Failure to do so is considered a serious breach of school regulations. If a student misses a class intentionally, he will make up double the lost class time. In addition, parents will be notified. If this becomes an ongoing problem, more serious measures will be taken.
7. Students who miss 20 days of school in a given year may jeopardize their chances of moving on to the next grade level.

### **Lates**

1. Just as it is important to be AT school, it is important to arrive on time. Students who arrive at school late take up office time and disrupt the class upon their arrival.
1. Students who arrive at school late in the morning or after lunch must sign in at the office and must pick up a late slip.
2. Students who arrive to class late without a note will be sent back to get one and may be given a detention after school as well.
3. Students chronically late to school in the morning or after lunch may jeopardize their enrolment at the school. Parents will be notified and asked to assist in remedying the situation.
4. Lates between classes will be recorded and dealt with by classroom teachers. Persistent latecomers to class will be given detentions and parents will be notified.
5. Students are considered late when they are not in their classroom fully prepared when the “start of class” bell sounds.

### **Early Dismissal**

Any student who has to leave school during the school day must check out at the school office. They must sign out at the office with a note (or phone call) authorizing the sign out. Students who leave early must also inform teachers of the classes they will miss. Students who leave early for any reason are responsible for the work missed. Students leaving without checking out at the office will be considered as being absent.

### **Noon Hour Checkout**

As a general rule, students in grades K - 10 are not allowed to leave the school grounds at noon hour (closed campus). Grade 11 and 12 students may leave the school grounds during the lunch period. This policy will be monitored carefully and reviewed if lateness after lunch is a problem.

## **GORDON CAMPUS PROCEDURES**

### **Attendance**

1. Absences for part or all of a day must be covered by a note signed by the parent. The note is to be given to the home room teacher by the student on the first day of his return. A phone call to the office by the parent, before 9:00 A.M., on the day a student is away is appreciated.
2. Students who are absent are responsible for the work missed. A classmate or family member should obtain assignments to keep absent students up to date. Students who are absent for a scheduled test will be expected to write the missed test the day they return. The same is true of assignments due.
3. Students who are sick or have absences may not participate in any extra-curricular activities that day or evening.
4. Attendance for each day will be recorded and closely monitored by the staff.
5. Excessive Absence - Each case will be handled on an individual basis. After 5 absences, the teacher will notify the parent & administration.
6. Intentionally Missing Classes - A student is required to attend every class on their timetable. Failure to do so is considered a serious breach of school regulations. If a student misses a class intentionally, he will make up double the lost class time. In addition, parents will be notified. If this becomes an ongoing problem, more serious measures will be taken.
7. Students who miss 20 days of school in a given year may jeopardize their chances of moving on to the next grade level.

### **Lates**

1. Just as it is important to be AT school, it is important to arrive on time. Students who arrive at school late take up office time and disrupt the class upon their arrival.
2. Students who arrive at school late in the morning or after lunch must sign in at the office and must pick up a late slip.
3. Students chronically late to school in the morning may jeopardize their enrolment at the school. Parents will be notified and asked to assist in remedying the situation.
4. Students are considered late when they are not in their classroom fully prepared when the class is scheduled to start.

**Early Dismissal**

Any student who has to leave school during the school day must check out at the school office. They must sign out at the office with a note (or phone call) authorizing the sign out. Students who leave early must also inform teachers of the classes they will miss. Students who leave early for any reason are responsible for the work missed.

**Noon Hour Checkout**

As a general rule, students at the Gordon campus are not allowed to leave the school grounds at noon hour (closed campus). For special occasions, parents are asked to supply a note to the teacher and have the student sign out at the office.