

Attendance

*Regular attendance is key to your ability to succeed in your classes. As a member of this school community, you are expected to **attend class, every day, on time.***

Parents/guardians, please remember to contact the office to explain absences before hand, when possible.

Students, when you are absent for any reason, you are expected to check in with your teacher about making up missed work.

In order to support your being in class on a regular basis, absences will be addressed according to the following process:

Step 1

Understand your teacher's attendance policy. Refer to your course outline.

Step 2

After **3** unexcused absences, your parents/guardians will be notified by e-mail or by phone.

Step 3

The next unexcused absence will result in a referral to School Based Team*.

Step 4

Continued absences will result in a referral to administration, and a meeting with parents/guardians. Next steps will be determined at this meeting.

*School Based Team is made up of counsellors, Inclusive Education teachers, the Aboriginal Nations counsellor, and administration. A plan is made at the School Based Team meeting to support referred students.