

## **ATTENDANCE – HIGH SCHOOL**

Further information is available on the district's policy page:

- [Attendance and absences](#)
- [Release of pupils during school](#)

### **ABSENCES, EXCUSED AND UNEXCUSED**

The following reasons for absences from school will be excused:

- Sickness of learner
- Sickness in the learner's family necessitating their absence
- Conditions over which the learner has no control such as poor weather conditions

Families are encouraged to take vacations during school breaks so learners will not miss large amounts of class time. If learners plan to be absent for some special reason, the learner and their parent/guardian must check with the building administration prior to the absence if possible. Learners will collaborate with their educators in advance of the absence to determine the learning they will miss and are to attempt to complete all assignments before their absence. Parents/guardians may not excuse an absence after two-weeks have passed without professional documentation.

### **TARDINESS**

Every fifth unexcused tardy will convert to an unexcused absence and the learner will be assigned one hour of detention. This is per class period and will adhere to the attendance policy.

### **PROCEDURES WHEN RETURNING TO SCHOOL**

When learners are absent, a parent/guardian must call the office before 9:00 AM on the day the learner is absent and indicate the reason for the absence. If the high school does not receive a phone call, the school will call to inform the parent/guardian their learner is not in school. The bring-a-note-from-home system will not be used. Fake phone calls from someone other than parents/guardians will result in one hour of detention. Learners who return to school on time from being absent the day before need not check into the office.

Learners who are absent will be reported to the educators. If the absence is excused, the learner will be allowed to make up the work missed and will be given full credit for the work if done within the given period of time, which is generally calculated by the length of absence, plus one day. For example, if a learner is ill for three days, upon return, they would be expected to have work completed by the end of the fourth day. Learners who do not complete make-up work on time cannot receive full credit for the work unless otherwise determined by the educator and administrator.

Learners who arrive or return to school after the school day has begun must check into the office so the school knows they are present. Learners who are absent for only part of a school day are responsible for assignments for the entire day. Learners will contact the educators whose classes they miss to hand in any assignments that are due and to receive any assignments that may be due the next day. Whenever learners are at an appointment or under a doctor's care during an absence from school, they will bring a note from the doctor involved when returning to school, since these days are not considered in the limit of ten absences mentioned in the attendance policy. Learners must not in any way alter the excuse provided by the doctor. Any attempt to do so will result in the appropriate administrator calling the medical professional to verify the excuse or to report the altering of the doctor's statement. Parents/guardians will be notified, and detention may be given. Learners will also access Schoology to find assignments and other information from their classes when absent from school. Each learner has a Schoology login and username. If internet access is not available, parents/guardians may call to get work for their child after the second day a learner is absent.

### **IN SCHOOL SUSPENSION**

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.

Learners who are serving in school suspension will be able to work on their assignments and receive credit for completion.

### **SKIP CLASS**

Learners who skip classes will be given time in detention to make up for at least every minute they miss. A pattern of skipping will result in a meeting to consider educational alternatives for a learner. If a learner is noted for skipping a course three consecutive days they may be removed from the course.

### **DOCTOR AND DENTAL APPOINTMENTS**

Whenever possible, doctor and dental appointments should be made at times other than during the school day. However, we realize that this isn't always feasible and if appointments must be made during the school day, we ask that learners try to make them during an open block. A telephone call from parents/guardians stating the time of the appointment must be received in the main office before permission will be given to leave the building.