



ATTENDANCE POLICY

a. GENERAL ATTENDANCE POLICY

- Regular attendance is an obligation parents accept by registering their child at the school.
- Attendance is checked each morning and afternoon. It is mandatory that parents phone the school (403 345-4055) if a student is not able to attend on a particular day.
- Teachers may set specific attendance requirements for their classes. Be sure you know these and the consequences for violation.
- If a student has a good reason for leaving the school before the end of regular class time, request in advance permission to leave early.
- Should a student know that he/she will be absent for a certain day for reasons such as doctor appointments, etc., students are required to have parents phone in advance to inform the school of this planned absence. Students will be required to make up missed work. Missed examinations may or may not be rescheduled. This is dependent upon the discretion of the teacher or government regulations.

b. HIGH SCHOOL ATTENDANCE POLICY:

- Attendance in the high school grades will be taken each period. Students are expected to arrive on time for their classes and attend all of their classes.
- A student will receive an incomplete in any course if he/she has more than 10 unexcused absences per semester
 - *For semester courses, there are 2 classes per day so 5 missed days would result in 10 absences.*

c. Excused Absence:

An excused absence is any absence which is the result of an illness or an absence which is granted by the administration. Participation in school sponsored activities such as Fieldtrips, Student Exchange Programs, School Sports Teams et cetera may warrant an excused absence.

d. Unexcused Absence:

All other absences are considered unexcused absences.

Regardless of the type of absence, it is the responsibility of the student to make sure that all assignments, tests and the like are submitted or completed in the time period prescribed by the teacher. Teachers are **not** required to allow students to write their tests if they missed school due to an unexcused absence but are encouraged to be discretionary.



e. **Lates**:

Five lates per teacher will result in a detention which is to be served before or after regular school hours. After a student has received two such detentions per semester, the parents will be informed of the situation. Failure to show up for a detention will result in an in-school suspension and parents will be notified. Ten lates will result in one unexcused absence on the student's attendance record.

**In the case of serious or extended illness, the administration and staff are committed to ensuring that a student is able to complete his/her courses if possible.