



# Porter Creek Secondary

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## Attendance Guidelines

### ATTENDANCE

Attendance is an essential component of schooling. As such, student attendance is strongly encouraged, monitored by the school, and reported back to our students and parents frequently. The school recognizes that as part of a rich and comprehensive school experience students will sometimes be away for other important purposes, school related, related to their culture or religion, or some personal in nature. To this end, absenteeism will be examined with the belief that student absences in and of themselves are not the sole determinant of discipline or programming decisions. The nature, the inevitability, and the motivation for the absence will be taken in consideration before the implementation of the guidelines outlined below. Similarly, the student's status in the course and their success or lack of success will also be examined to make decisions in regards to their programming and/or permanence in a course.

Students, who deliberately choose to skip a class, or miss a portion of the class, may face disciplinary action. This may include but is not exclusive to notifying the parents, detention, in school, and out of school suspension.

To participate in after school extra-curricular activities, students are expected to be in attendance at school that day. As well, students are expected to attend school (on time) the morning following an extra-curricular or co-curricular event.

**Notification home for non-school related absences will be done:**

Should a student have 5 non-school related absences in a specific subject, the teacher will notify the parents by phone of the total amount of absences. Teachers will make every effort to communicate regularly with parents.

Should a student have 10 non-school related absences, an administrator will contact home to alert parents of concerns and possible consequences. Teachers will continue to communicate with parents throughout this process.

*A review of attendance may be held when a student accumulates 15 non-school related absences in any individual class.* The review may involve the student, parents/guardians, school administration as well as input from the classroom teacher(s). The review will make the determination of whether the student should continue in that particular course. A contract may be needed to ensure expectations are clearly laid out.

*A review of attendance may be held when a student accumulates 20 non-school related absences in any individual class.* Recommendation may be made to withdraw the student from the course. Re-entry on a probationary basis may be considered, but only after discussion with the teacher, student and parent/guardians. As well enrolment in the learning centre may occur, or recommendation to other programming.

To ensure successful application of these guidelines, parental/guardian support is necessary.

- We would appreciate parents/guardians phoning the school in the morning to inform us when your child will be absent. In this way the absence can be recorded and the teachers notified.
- If it is known in advance that your child will be absent from school, we ask that parents/guardians call in advance to let us know the date and circumstances.
- Failing such communication from home the school will accept a note or phone call of explanation the following school day or a message left on the school answering machine.

## **LATES**

Student tardiness is a disruption to the flow of a classroom lesson. As a result students are expected to be in class on time. Attendance after the final class bell has rung is considered tardiness and the student's attendance will be recorded as Late. Teachers will establish with their students a record keeping document to record the extent of the lateness for alternative learning opportunities.

Students are accountable to their individual teachers for any lates, but will be welcomed to the class upon arrival.

- Continuous tardiness will result in further disciplinary action above and beyond the classroom consequences. This may include, but is not exclusive to notifying the parents, detention, and in school suspension.

## **INFORMATION**

- The school uses an automated call system that informs parents and guardians of the absence or tardiness of a student from classes that day. The phone call is made in the evening to alert parents of these occurrences.
- If you have any questions or concerns regarding attendance please call the school and ask to speak to Jackie Graham, our Administrative Assistant, at 867 667 8044.