

Grand Forks Secondary School

Statement of Attendance Expectations

At Grand Forks Secondary School we feel strongly about three key factors related to student attendance:

- 1) There is a direct link between attendance and student achievement.
- 2) Dealing with the affects of student absenteeism directly impacts classroom instruction for all students
- 3) The classroom experience cannot be replaced with make-up work

As a part of our plan to improve student learning at GFSS one of the areas we are focusing upon this year includes student attendance. Parents and students need to be aware of attendance policies.

GFSS Attendance Policy:

Types of absences:

Excused absences

Excused absences are those in which extenuating circumstances exist as to why a student is not in school and have been communicated to the school by the end of the day the absence occurred. These include:

- Personal illness
- School sponsored activities (students must give teachers prior notice)
- Appointments that cannot be made outside of class time (ie. Medical, dental, counseling, drivers license)
- Family emergencies or special circumstances

Teachers will provide the student with the opportunity to make-up missed work and write quizzes or tests missed due to excused absences. ***Work will be provided dependant upon the prior notification a teacher is given and the nature of the work missed.***

Personal absences:

Parents are expected to provide a written note or phone to notify the school for personal absences. These include things like shopping, haircuts, etc.

Parents and students should be aware that:

- There is a direct correlation between attendance and achievement. Missed classes will affect marks.
- The learning experience in a class can rarely be replicated with assigned

make-up work

- Teachers are not required to provide make-up instruction for personal absences.
- When a student has parental permission for an absence and has informed the teacher in advance the teacher will provide the student an outline of work missed and provide the student with the opportunity to make up missed tests or assignments.
- When absenteeism become chronic it may be impossible for teachers to accurately assess student performance. If this happens students may be placed on academic probation, withdrawn from a course or scheduled to repeat it. A re-evaluation of a student's participation in a course will take place after 10 absences.

Truancy/Unexcused absence:

Repeated truancy may be a cause for disciplinary action or withdrawal from a course or school. A student is truant if he/she:

- Leaves school without signing out at the office.
- Is absent from school without prior permission of parents.
- Is absent from class without permission of the teacher or school administration.

No make-up work or tests will be provided for truancy. A re-evaluation of a student's participation in a course will take place after 5 unexcused absences. This may result in withdrawal from a course or placement on academic probation.

School Responsibilities

Teachers and school administration are required by law to monitor and encourage regular attendance of all students. At GFSS, we will take the following steps to support student learning and regular attendance:

- Provide a welcoming and challenging environment for all students to meet their potential.
- Student attendance will be updated in the school management system daily by office staff and teachers by 4pm.
- The school automated callout system will phone home for any unexcused absence.
- Teachers will contact home whenever a student demonstrates a **pattern** of irregular attendance or unexcused absences. When a teacher does not receive a response from home, school administration will follow up via phone or letter to ensure parents are aware of the situation.
- Parents and students will be given prior notice before any action is taken regarding withdrawal from a class or academic probation.

Dances and School Extra-Curricular Activities

Students that are not in attendance for **all their classes** on the day of a dance or team/group performance will be prohibited from participating on that day unless there are extenuating circumstances.

Students placed on academic probation due to poor attendance may not be able to participate in school team/group performances.