



Attendance Policy and Procedures as per *The School Act*, Sections 12 & 16

OVERVIEW

- Students have an obligation to be diligent in pursuit of their studies while attending school regularly and punctually and to make up missed learning opportunities.
- Parents have a responsibility to take an active role in their child's education and to provide support for the student's obligation.
- Teachers will provide engaging learning opportunities and provide learning support when a student is absent from class.
- Administration will support students and families in educating them about the importance of being in school every day while offering intervention supports for individuals who demonstrate attendance concerns. Attendance data will be reported home monthly.

PROCESS

In the event of an absence, it is preferable to have notification on the day of the absence. Notification can be in the form of a note, email to general.bfh@eips.ca, phone call or voicemail to the office 780.467.0044.

In the event of an excused absence, the student is expected to communicate with the teacher in order to discuss an opportunity to make up missed work and complete assessments in a mutually agreeable time. Students should make every effort to attend all classes. Unexcused absences will result in the student making that time up during Study Hall.

For extended absences, please let the office and teachers know as soon as possible.

LATES

It is important that students are punctual to class. Learning is disrupted by students arriving after the bell. Students arriving after the scheduled bell will be marked late in PowerSchool.

- Students who are less than 5 minutes late for class will go directly to class and the teacher will adjust attendance.
- Students who are more than 5 minutes late for class will need to check in at the office for an admittance slip prior to going to class.
- Students who are late 4 or more times in a week may make up time in study hall.
- Students who continue to be chronically late will work with administration and parents to generate an attendance plan.

DEDICATION • COMMITMENT • LOYALTY • RESPECT • ENTHUSIASM