

# Attendance Expectations

Regular punctual attendance is one of the most significant prerequisites for positive academic achievement. Manitoba Education recognizes this by requiring a minimum number of hours of instructional time in any course before credit may be granted. A student missing significant hours of instructional time in any course may not receive academic credit unless there are extenuating circumstances as determined by the principals.

- 1) Parents are asked to **phone** or send a **written note** to the school office at the time of the absence, prior to the absence, if possible, or immediately upon return if the student is absent or late. All notes must be signed and dated by the parent/guardian. If the parent/guardian does not provide the school office with a valid reason, the absence will be classified as unexcused on the student's record.
- 2) When students are reported absent from their period 1 and period 4 class, and there has been no contact made from a parent/guardian prior to the absence, the home will receive a call from the school to determine the whereabouts of the student. This is to ensure the student is safe and under the supervision of the parent/guardian for that period of time.
- 3) Students who leave during the day for an appointment or other unexpected reason, must report to the office and **sign out** before they leave.
- 4) Teachers will record absences and lates for all classes each day. Absences will be reviewed by the principals. Lates will be monitored by the teacher.
- 5) Teachers and/or the principals may contact parents at any time to discuss concerns about a student's attendance or performance.
- 6) For school generated activities such as sports, music, and student council, students are present for the purpose of the attendance policy.
- 7) Work missed, assignments due, or tests and exams missed due to any absences will have to be made up as soon as possible. Prior arrangements should have been made with the teacher and if not, arrangements for accountability for the work should be made immediately upon return. The key is communication and the student must assume much of the responsibility in this area.
- 8) Any student found to be skipping a class will be required to make up the lost time with either the teacher or the principals.
- 9) When attendance inhibits course success, spares may be revoked, if required, to catch up.
- 10) At the discretion of the principals, a student's absence may result in a student not being allowed to participate in extra-curricular activities.
- 11) When necessary, the HSD Truancy Officer will be asked to investigate absences.
- 12) Parents and students should be mindful of critical times such as final assessment periods when planning trips or appointments.