Gull Lake School

**Attendance Procedure**

The students of GLS are required to attend school regularly and punctually. Regular class attendance is essential. Irregular attendance will lower a student’s chance of success and disrupt the continuity of the class.

We acknowledge that there are times when students may have to miss school and that parents/ guardians have the right to permit absences in cases of illness or other circumstances which they may regard as sufficient reasons for permitting an absence. In making such decisions, parents/guardians assume responsibility for lower marks or failing grades, which may result. Families are encouraged to support the school by promoting a positive attitude towards regular attendance and punctuality.

Parents/guardians are asked to phone the office before school attendance is complete on the day the student will be missing or the day before. When you call please give the following information:

* Name and relationship to the student
* Student name
* Excusable Reason

**Excusable Absence Reasons:** when a student is “excused” from attending class, it does not count against consideration for attendance contracts, credit loss, etc.

* Illness
* Hospitalization or confinement at home
* Medical or dental appointments
* Compassionate reasons (funeral)
* Religious reasons
* School bus is not running
* Student participation in a school sponsored trip, competition, or event
* Court
* Represents his or her province or country in festivals, athletic events or once in a lifetime opportunities
* Personal is not an excusable reason and will not the accepted by the office.

**Unexcused Absence:**

* Students with unexcused absences CAN expect their parents/guardians to be called by the office. If a parent/guardian does not have an excusable reason the consequences will be determined as follows:
* Every unexcused absence will result in one noon hour detention to make up the work time missed**. (1 class= 1 noon period & 3 lates= 1 noon)** Students are to bring their lunch and work missed to the designated work space. Teachers and or administration will supervise the student. NO electronics devises other than what is required for a student’s work is allowed.
* If the noon hours are not served by a predetermined day, then time must either be served after school or through an in-school suspension. Parents will be contacted.
* If the student chooses to not attend the noon work period, they will be placed on the appropriate step under minor or major violations.

When the number of absences of a student become a problem, the following consequences shall be applied which correspond to the number of unexcused absences.

**Step 1**: **one or two absences** – teacher shall discuss the absence with the student at the earliest opportunity. The student makes up the missed time at noon or after school as per the teacher’s direction.

**Step 2: three or four absences-** teacher shall make contact with the parents and the students will make up the missed time at noon or after school with the teacher.

**Step 3: Five absences-** student will be place on a Attendance Contract, contact home through a letter and phone call. The student will make up the missed time in the office either at noon or through an in-school suspension.

**Step 4: Ten absences -** Administration will call home, send a letter, meet with parents and outline potential removal from class.

**Step 5: Fifteen absences**- teacher will refer student to Administration and the student may lose credit for the class. Parents will be contact.

\*\* At any point in this process the teachers and administration reserve the right for the student to make up unexcused absences by serving time at noon hour or after school.

Chronic lateness is unacceptable and consequences will be at the discretion of administration. Three unexcused lates equals on unexcused absence. A late becomes an unexcused absence after 15minutes. Teachers will contact the parents if a student is repeatedly late. The student will be expected to make up the missed time at the teacher/admin discretion.