

ATTENDANCE – STUDENT AND PARENT RESPONSIBILITIES

The staff of Carleton North High School, along with the Parent School Support Committee (PSSC), believe that good attendance is fundamental to academic success. Students who are frequently absent from school are at a disadvantage. Learning experiences which take place in the classroom are a meaningful and essential part of a student's education. Time lost from class cannot be recovered, especially in the interaction and exchange of ideas amongst students, and between student and teacher. Even when students miss time and do their best to catch up, there is no substitute for the original classroom lesson. In essence, attendance records reflect habits of responsibility and state of health.

Legal obligation to attend

The Education Act refers to regular attendance as both a duty of the pupil and an expectation on the part of parents/guardians to cause regular attendance to take place, except when **just cause** exists (ie: documented illness, emergency, religious holidays, circumstances of a compassionate nature). Section 16(1) of the Education Act states, "A child is not required to attend school if the child

- a) is unable to attend school by reason of the child's sickness or other unavoidable cause,
- b) is officially excluded from attendance under this Act or the regulations,
- c) is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child or,
- d) in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister."

Student responsibilities when absent

1. Students must provide appropriate written by parent/guardian for each absence within two (2) days of the absence to the Achievement Period (AP) teacher directly following an absence. Parents can call the main office at 392-5120 to provide the excuse or contact the Achievement Period (AP) teacher via email or written note. Each excuse must include the current date, the date (s) of the absence (es), a valid reason for the absence, and a signature if the excuse is in written format. . If this is not done within **two days** of the absence, the student will be deemed truant and subject to consequences.
2. Students must ensure they catch up on work missed to the best of their ability (see below).
3. If the student arrives at school later than 8:25, they must sign in at the main office.
4. All students must sign out with a written excuse or a visit from their parent/guardian at the main office. Chronic tardiness will result in disciplinary action.
5. Students must arrange to write any tests missed while absent (see below).

Missed work and missed tests due to absence

1. Teachers will provide assistance when students have been absent for **just** cause (reasons cited within section 16(1) of the Education Act). For short-term absences, students shall catch up when they return to school. For extended absences, teachers will provide work when requested.
2. **When students are absent from school with parental permission, but the absence is not for just cause (reasons cited within section 16(1) of the Education Act), it will be the responsibility of the student to obtain missed work from his/her peers.** It is not reasonable to expect the teacher to re-teach material or provide detailed work packages when students are away from school for non-essential reasons (such as trips). Should testing have occurred during a non-essential absence, the **student** must make arrangements with the subject teacher promptly upon his/her return to school to write the test.
3. A “zero” grade will be assigned to all missed assessments until the assessment is completed.
4. A mark of “zero” will be assigned (and will stand) for any assessments missed due to truancy.
5. **Schedules for final examinations in January and June must be observed. Students who take vacations during this time will receive a zero grade on any examination missed.**

*****Unexcused absences will be subject to consequences such as detentions, in-school suspension, counseling, letter of probation. Chronic unexcused absence may lead to out of school suspension (see Carleton North High School Attendance Policy).***

TRUANCY CLAUSE

When a student is absent from any class and a valid excuse is not received within **two days** of the absence by the Office or AP teacher, the student is considered truant. Ensuring the safety of that student becomes very difficult if his/her whereabouts is unknown.

CNHS has a truancy clause to make students accountable for missing classes.

1 st Incident of Truancy:	Subject teacher confirms truancy, assigns lunch detention.
2 nd Incident of Truancy:	Subject teacher confirms truancy, assigns two lunch detentions.
3 rd Incident of Truancy:	Subject teacher confirms truancy, informs Administration and 2 days ISS assigned.
4 th Incident of Truancy:	Subject teacher confirms truancy, informs Administration and 2 days OSS assigned.

- Further incidents of truancy result in 3 days out of school suspension and then 5 days out of school suspension assigned after the subject teacher confirms the truancy.
- If the truancy continues, the student could be assigned a semester suspension.
- Students having an excessive number of unexcused absences will be dealt with individually after consultation with the student, parents/guardians, subject teachers, and administration.
- If a student does not attend the assigned consequences, the next step in the policy will be implemented.
- The above incidents revert to zero at the beginning of each semester.