

New Norway School Attendance Policy

Philosophy

Regular student attendance and student achievement are closely related. Students are encouraged to consistently attend all their classes. Absences, regardless of the reason, are detrimental to student progress. Communication between the home and the school is fundamentally important. An unexcused absence is defined as an absence during which neither the parents nor the teachers know of the whereabouts of the student.

Responsibilities

Pursuant to Part 1 of the School Act, regular attendance of students under the age of sixteen is compulsory. Each Grade 10 and 11 student attending New Norway School will be required to maintain a full program of studies (no spares) commensurate with his/her abilities and circumstances. Grade 12 students will be allowed to have spares if they meet the requirements for a high school diploma. Students in Grade 12 who choose to remain at the school during unscheduled periods will be required to work in the learning Commons.

The following parties will share responsibilities for student attendance:

Students

- Students will maintain regular class attendance.
- Students, in conjunction with caregivers, will give teachers advance notice about absences whenever possible.
- Students will be responsible for completing any required work missed during any absence.

Parents or Guardians

- Parents and guardians will be expected to encourage their children to maintain regular school attendance.
- The onus is on the parent/guardian to advise the school of a child's/ward's absence by telephoning the school prior to, or the morning of, the absence.

Teachers

- Maintenance of accurate and timely student attendance records.
- Contacting parents/guardians when concerned about absences.
- Providing to staff a listing of students involved in any field trip(s) or extracurricular activities; such as notification to be supplied at least one day prior to the activity(ies).

Administrators

- The establishment and execution of appropriate communications, verbal and written between the school and the home regarding attendance and attendance problems.

Procedures

1. School Messenger will report all student lates and absences to parents/guardians twice daily, in the morning and the afternoon.
2. Parents/Guardians will be contacted by the subject teacher regarding chronic student lates and absences throughout the semester/year
3. If the attendance does not improve, a letter of concern will be sent to parents/guardians of students who exhibit poor attendance and/or are failing one or more courses after the fifth week of the start of each semester.
4. Excessive absenteeism will be referred to the administrator. Parents/Guardians will be contacted when a student's absenteeism is negatively impacting their academic achievement reiterating the importance of attendance and requesting a meeting with the parent/guardians to develop an action plan to improve attendance.
5. A letter from New Norway School will be sent to parents/guardians of the student who exhibits poor attendance.
6. If none of the preceding strategies work to improve the student's attendance, the school will be required to report the attendance issue to the Assistant Superintendent – Learning to determine next steps.