Pattison High School

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ATTENDANCE POLICY

1. Attendance is critical to success. Regular and full-session attendance and on-time arrival is a requirement for all students at the school. An unexcused absence may result in loss of marks due to missed assignments or assessments.

2. Absenteeism due to illness can be excused, only if it is accompanied by a valid doctor's note or a letter from your parent, guardian, or home-stay.

3. On time arrival demonstrates respect for oneself as a student, respect for the teacher, respect for classmates, and respect for the lesson that is planned. Late arrival to class disrupts the teacher, other students, and the class in session. Therefore, a teacher may choose to delay, or not allow, the student's entry into the classroom.

4. There is a progressive system for addressing student attendance and tardiness.
   - (i) When a student is absent, an email will be sent to the parents/custodians as a warning and a request for an emailed excuse.
   - (ii) When the student has missed 4 classes in a course they will be required to sign a Performance Agreement. The parent/custodian and home-stay will be notified.
   - (iii) When the student has missed 8 classes in a course, they will be required to meet with the Principal along with the parent/custodian. The student will be required to attend 2 days of in-school suspension from the class and to make up missed work. An Attendance Action Plan must be written by the student and submitted to the principal outlining steps that will be taken to resolve the issue.
   - (iv) When the student has missed 12 classes in a course they will be withdrawn from the course and required to attend the student self-study room during that class.

5. Students are expected to be in school during class time. Students with permission to leave at lunch or during study blocks must sign out and back in at the reception desk.

Your goal is zero absences and zero late arrivals. Many students accomplish this goal. Your name, below, indicates that you understand, and will abide by, the Pattison High School Attendance Policy.

Student's full name _____ _____ _____
Family name Legal first name English name (if any)

Date _____

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