



Chemistry 11 and 12 and Science 10 (Senior Students) Attendance Policy (AEF)

1. Students on School Field Trips, Drama or Sporting Events:

Please SIGN UP in the designated place in Room 45 stating:

Your name

The Event you are attending

The dates that will be missed

Your coach or sponsor teacher will also have a list up in the staff room.

2. If you are absent due to illness or other reasons with parent/guardian consent:

Parent or guardian must phone the school and notify the secretary that the absence is with parent/guardian consent. This includes classes missed due to appointments, drivers tests etc.

Alternately a note could be provided. The student must bring the note to STUDENT SERVICES or the MAIN OFFICE, so that the secretaries can excuse the absence in the computer.

THE CLASSROOM TEACHER WILL NOT BE RESPONSIBLE FOR THIS! It is entirely the responsibility of the student and parent/guardian to do this!

3. If the absence has not been excused on the computer **3 school days** after returning to school, I will consider it **UNEXCUSED**.

The procedure for UNEXCUSED (UNX) absences is:

1st UNX A warning will be given with a reminder of this policy (AEF)

2nd UNX Parents/guardians will be notified by phone or letter and student will sign a Personal Interview Form (PIF) which is a contract stating that he/she will attend regularly and follow the correct attendance procedure.

A copy of the signed PIF form will be sent to the Vice Principal

3rd UNX A referral will be made directly to the Vice Principal and parents will be notified. If further unexcused absences occur, the student is in danger of being removed from the class by the administration.

4. Although every student is eligible for this process, I will concentrate on following it through with students whom I perceive to have an attendance problem which is interfering with their progress in the course or students with a reputation of having attendance problems in other classes.