

## **ATTENDANCE - CORE BELIEFS**

Being 'present' is not only important as a student, it is important in life. To be successful, one must show up ready to work and learn. If you desire personal success within your academics as a student at Cremona School, and in life outside of school, attendance is key.

Reducing the number of lates and absences will make it easier for you to be successful. Therefore, when your absences begin to affect your success in a class or classes, please understand there will be steps taken to ensure we support your capabilities as a student:

- 1. Your teacher will have a conversation with you.** We desire to hear your story and consider your circumstances with your clear understanding that our job is to ensure you are your best self as a student.
- 2. Your teacher will have a conversation with other teachers.** We intend to help you find success, and we will work together as a team to address your successes and shortcomings as a team. If you are missing one class frequently, other teachers will be notified and you will be held accountable by all Cremona staff.
- 3. Your teacher will contact your parent(s) &/or guardian(s).** It takes a village to raise a contributing and healthy member of society. Your support system at home will be informed of your absences to ensure open communication between Cremona School and home.
- 4. Your teacher will contact school administration.** Your Vice-Principal and Principal will be made aware of absenteeism and hold you accountable for decisions and/or circumstances negatively impacting your learning.
- 5. Contact between administration, parents and eventually central office will occur.** This includes, but is not limited to, phone calls home, meetings with parent and student, letters home from Cremona School and communication home from district office.

***If your attendance does not show improvement after these and other methods for success are conducted, you are at risk of being withdrawn from class, losing credits toward your diploma, and finding other opportunities for credit recovery on your own.***

Cremona School staff works with all students to achieve personal success, and we expect all students to show effort toward this same goal.

## **DEFINING ATTENDANCE**

Cremona School believes, for students at all grade levels, that regular attendance and punctuality are essential for a student to achieve maximum benefit from his or her schooling.

You have a right to an education, and you also have a responsibility to attend classes regularly and pursue your studies in a diligent manner.

The School Act and CESD clearly defines compulsory education and legislation regarding the enforcement of school attendance. ([Administrative Procedure P 3-04](#))

### **Absences**

The office must be made aware of absences. Written parent/guardian permission or phone calls are required prior to or immediately following an absence. Any absence not accounted for will be considered unexcused.

Students are responsible to collect and complete missed assignments and work prior to their absence or when they return to school. Arrangements must be made with teachers for any missed exams.

### **Signing out from School**

Students must obtain permission from a parent/guardian to leave the school grounds which school is in session. A note or phone call must give the student permission before they can be authorized to leave the school grounds.

Students must sign out at the office. This includes RAP, work experience, and all other excused absences.

### **Late Attendance**

In the event a student is late for a class, the student must check in at the office. This helps maintain accurate attendance records.

Students arriving late for a class will be required to make up for any work missed, as requested by the teacher. Frequent lateness will result in additional consequences.