

## **Attendance Policy:**

### Positive Expectations:

1. Be present and on time.
  - a. Have proper materials
  - b. Be positive and ready to work
  - c. Work in assigned areas
  
2. Strive for personal best.
  - a. Be prepared to work cooperatively
  - b. Be respectful to all
  - c. Complete own work
  - d. Work and allow others to work
  - e. Use time effectively for intended purpose

Attendance is a major determinant in a student's success.

On normal days of operation, attendance calls will be made home regarding student absences from their first period in the morning and first period in the afternoon classes. All daily attendance is available for viewing online at the Maplewood parent and student account.

Class attendance for grade 9 to 12 students will have the following steps:

- ❑ If a student skips a class, he/she may be made to make up his/her time during the next available lunch hour.
- ❑ A student missing 4 unexcused classes will be called in for a meeting with administration. Parents will be informed at this time.
- ❑ A student missing 8 unexcused classes in any subject will meet with administration regarding his/her attendance. Parents will be notified of meeting.
- ❑ A student missing 12 unexcused classes will require a parent meeting with administration regarding his/her attendance and a contract may be established to set expectations.
- ❑ A student missing 16 or more unexcused classes may be withdrawn from that particular course. Student and family will be permitted to appeal within a documented time to administration regarding the withdrawal from the course.
- ❑ A student missing 20 or more classes for any reason will be required to meet with administration regarding progress in the concerned course.
  
- ❑ Due to vertical courses (IA / Home Ec) having class periods that are half days, the number of absences allowed will be half of that listed above.

(These numbers based on full credit courses)

Parents/guardians and students must sign that they have read and agree to this policy.

*Effective September 2009*