

Northern Lakes School

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NLS ATTENDANCE AND LATE POLICY 2022-2023

It is the policy of Northern Lakes School to ensure that students are in regular attendance and that unexcused absences are kept to a minimum. Regular attendance is one of the most important components of a successful experience at school; this has been well documented in educational research.

Attendance

1. Student attendance will be tracked by the classroom teacher and the office. Students must provide a note or a phone call from their parent/guardian explaining all absences. Parents/guardians are encouraged to call the office in advance where at all possible when they are aware of an upcoming student absence.
2. Extended absences such as illnesses or family trips may be excused by the Principal. **Parents/guardians must call in advance and speak to administration about these absences.**
3. Excused absences include all school-sponsored activities, including field trips, sports, Outers, and team activities.
4. Teachers will communicate with parents when they have concerns regarding a student's attendance and their achievement.

Lates

1. Students are to be in class on time. There are 10-minute transitions between classes and a warning bell rings 4 minutes prior to class starting. This is ample time for students to pick up books, make phone calls, and take washroom breaks.
2. If a student accumulates 5 lates to a class, the classroom teacher will assign an appropriate consequence. (eg. detention).
3. If a student accumulates excessive lates (5-10+), the classroom teacher will make contact with the parent/guardian by phone, letter, and/or email, and appropriate consequences will be assigned.
4. Excessive lateness to classes may result in a referral to the Principal and/or the Guidance Counselor for further contact home and possible parent/guardian meeting.

Students who accumulate excessive absences/lates that are not legitimate or excused by the Principal may be removed from the course or program. Parents/guardians are encouraged to use the PowerSchool Parent Portal to stay updated on their teen's attendance.

Name of Student: _____

Signature of Student: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Together, we empower all students to believe in themselves, to achieve, and to dream.

