

# **GFSS 2015-16**

## **Attendance and Late Protocol**

### **Dealing with Lates**

- Teachers will record lates (MyEd BC or late sign in book)
- Impact is greatest when teacher speaks to student (if becoming a problem)
- Excused lates should only be for documented appointments
- Guidelines for lates is 15-20 minutes after which it should probably be recorded as an absence
- When lates becomes an issue (3-5), teachers will refer to admin for DT hall or some form of school service (need consistency on this)
- DT hall: cell phones are not allowed
- Progression
  - 1st (DT referral)
  - 2nd (DT referral and call home)
  - 3rd (In-class suspension)
- Communicate to staff when students have been referred to late hall

### **Dealing with Absences**

- Absence is an absence (being in class is an important aspect of education in a school setting)
- Teachers give Terry Ann/Admin notice prior to 10 (someone will meet with student to discuss absences) and indicate to home where necessary....office will do a school tally at the end of each month to monitor attendance concerns as well.
- After 10, student is placed on contract (monitored with an expectation that 5 more may result in loss of contract)...no more make up work is provided at this point by teacher
- All teachers of that student should be made aware of contract