

## **Attendance Policy**

### I. The Law:

According to the Education Act regular attendance at school or regular attendance at an approved educational program is required of all school aged children.

### II. School Policy:

1. Attendance will be taken every morning at 9.00 a.m. and every afternoon at 1.20 p.m. (K-6) - (Within the first 10 minutes)
2. Attendance will be taken every block (7-12). (Within the first 10 minutes)
3. Parents must notify the school by telephone, text, email or handwritten note if their student will be absent for any portion of the day. An email from your personal or business email is fine as well..
4. If a student misses an exam because of an unexplained absence, credit for the exam will not be awarded. The individual student will then have to appeal to have the exam reinstated. The appeal process is as follows:
  - a) The student obtains an appeal form from the individual teacher.
  - b) The student completes the appeal form and has a parent sign the form.
  - c) The student returns the appeal form to the classroom teacher.
  - d) The classroom teacher and principal meet to determine if the appeal is successful.

*Chinook School Division Policy:*

[AP 330 - Compulsory Student Attendance](#)