

# Diamond Jenness Secondary School

Strive for Excellence

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## STUDENT SERVICES AREA

## ATTENDANCE POLICY

POLICY NUMBER: 4.4.1

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Students at Diamond Jenness Secondary School are expected to be dedicated to their educational studies. In order for students to fulfill these goals a commitment to attendance, homework and study is a prerequisite for success.

The Student Services Area will support Diamond Jenness students to attain their educational goals in the following way:

- assist in the planning of course selections
- monitor student progress
- monitor student attendance
- maintain parental contact

Class attendance is a key to student success. The Student Support Area will monitor attendance using the following policy:

### **16 years of age or older**

Students who miss:

- 1) eight 40 minute classes, (equal to 4 blocks), will have their subject teacher make parental contact. After speaking / attempting to speak with a parent the teacher will complete section A of the Academic Probation form.
- 2) sixteen 40 minutes classes (equal to 8 blocks), will have their subject teacher make parental contact once again to discuss the on going attendance issues. Student Support will follow up by mailing a registered letter home.  
**At this point the student will be on Academic Probation.**
- 3) twenty-eight 40 minute classes (equal to 14 blocks), will have their Academic Probation status reviewed and maybe withdrawn pending an appeal with the Principal or his designate. Appeal is to be held within 48 hours of withdrawal. A successful appeal will allow the student back into classes under specified contact rules. An unsuccessful appeal of 2 or more courses will result in the student being withdrawn from all classes. The student may re-enter Diamond Jenness at the start of the next semester. Students up to, and including, grade 11 **must be in a minimum of 3 classes** to attend Diamond Jenness Secondary School unless they have written permission of the Principal. Grade 12 students must maintain courses required for graduation.

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### **15 years of age or younger**

Students who miss:

- 1) eight 40 minute classes, (equal to 4 blocks), will have their subject teacher making parental contact. After speaking with a parent the teacher will complete section A of the Academic Probation form and place it in Kim's mail box.
- 2) twelve 40 minute classes, (equal to 6 blocks), will have a meeting with Student Support.
- 3) sixteen 40 minutes classes (equal to 8 blocks), will have Student Support make parental contact to discuss the on going attendance issues. This will be followed up by a letter home. The student will be placed on Academic Probation.
- 4) twenty-eight 40 minute classes (equal to 14 blocks), will have an investigation conducted regarding their absenteeism and the results will be handed over to Social Services for follow up.