



ATIKOKAN HIGH SCHOOL

Box 2460 324 Mercury Avenue
Atikokan, Ontario P0T 1C0



Principal – Ms. Beth Fairfield
Vice Principal – Mr. Brad Gascoigne

Phone - (807) 597-2703
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2017-2018 AHS ATTENDANCE AND LATE POLICY

It is the policy of Atikokan High 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 the literature.

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, 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.
5. 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 breaks 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 lates to classes may result in a referral to the Vice Principal and/or the Guidance Councilor 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. Parents/guardians are encouraged to use "Schoolhouse" to keep updated on their student's attendance. In order to register for "Schoolhouse", please contact the school office at 597-2703.

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

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



TOGETHER, WE EMPOWER ALL STUDENTS TO BELIEVE IN THEMSELVES, TO ACHIEVE, AND TO DREAM.