

Attendance Policy

Policy Statement

GVIS is committed to the implementation of the requirements for attendance according to ADEK Policy. GVIS believes school attendance is a shared responsibility between students, parents and the school. There is a direct relationship between attendance and student success, thus GVIS recognizes that students enhance their learning and achieve higher degrees of success when they attend school regularly. GVIS supports the principle that regular and punctual attendance contributes to the general welfare of the entire student body.

Duties and responsibilities according to ADEK

By the authority of ADEK:

- Students are expected to attend school on a regular basis
- Students shall arrive at school punctually every day, attend morning assembly, and attend classes on time
- Schools will maintain accurate daily attendance data for each student, including timely or late arrival at school
- Parents/Guardians will make every effort to ensure that their children attend school every day and arrive on time
- If a student is absent from school the parents/guardians must inform the school that morning or send a note the following day
- A doctor's note must be provided if an assessment is missed in order to have the opportunity to participate in upon their return
- Students are responsible for completing all assignments missed during their absence
- Parents/Guardians should ensure that family vacations take place during scheduled holidays

Guidelines for Managing Attendance

1. Students are to be present and on time for all classes during the school day.
2. Parents/guardians must contact the school on the day of the student's absence. If unforeseen circumstances prevent this from happening, the reason for the absence should be communicated to the administration in

- a timely manner.
3. Teachers are to submit attendance records to the office on a daily basis. All absences are recorded in eSIS.
 4. (a) School administrators are responsible for determining the validity of explanations presented to account for a student's absence.

(b) Excused Absences

Absences which may be excused for necessary and important reasons and may include but not be limited to:

- i. Personal illness (medical note may be required)
- ii. Bereavement
- iii. Quarantine
- iv. Family emergencies
- v. Observance of religious holidays
- vi. Appointments for medical and or health
- vii. Court appearances
- viii. Others as approved by the administration

GVIS Attendance Procedure

- All students are to attend the assembly at 8:00 am. Students not inside the gate of the school for the National Anthem at 8:05 am will be regarded as late and the gate will be closed.
- Before the first class begins teachers will take attendance and submit it to the office.
- The section head will attempt to contact the parents of any student who is absent and record the reason. The attempt or call will be recorded.
- Students who arrive after the first period must have a note from home or send a text to the section head.

Late Arrivals

Students who arrive at school after 8:05 am are considered late. In order to attend school for the day they must meet with and be approved by the administration and receive a late slip before attending any classes. If a student is late on three or more occasions the office may contact the parent/guardian to have them explain the tardiness. Should frequent lateness be an issue, without valid excuses, it may result in a level two written student behaviour warning being issued. It may also result in a

meeting with the student, parent/guardian and administration. If a student reaches five or more late arrivals in an academic year they may face a two-day suspension.

Early Departures

When a student must leave school during the school day he/she must have a written request from home or a phone call should be made by the parent to the section head for legitimate requests. These requests must be received in the morning of the day of early departure. Parents must report to the office to sign out and pick up their child. Students are not permitted to leave school without permission from parents and administration and must have an exit slip in order to leave.

Tardiness during the day

In cases of persistent tardiness, the school may notify the family of the student's unsatisfactory attendance and ask for cooperation in ensuring that the student attends class on time. The school will keep track of all cases of tardiness and after three occasions' administration may issue the student a level two written student behaviour letter. This will stay on the student's record. If the behaviour does not change and the student accumulates five cases in a reporting period the student may be suspended.

