

IMPORTANT INFORMATION FOR PARENTS & STUDENTS

1. ATTENDANCE

Students must attend school on a regular and punctual basis in compliance with the Alberta School Act. For students to be successful in school, it is necessary that students attend school and be **punctual**. The school keeps records of all absences and lates. Students, parents, and school staff need to work together to make sure that these are kept to a minimum.

Attendance is recorded during periods 1 and 5. If students are absent and if the parents have not informed the school, the parents will be contacted. Students determined to be skipping will be referred to the administration for disciplinary action. Any student who leaves the school for any reason before the end of the day is to inform the office and be signed out by a parent.

The office is open from 8:00 a.m. to 4:00 p.m. and our answering service is on at all times for your convenience and you can also email westglen@cesd73.ca. Excessive absences are reported to the Superintendent of Schools for legal action, if necessary, under the School Act.

When a student is absent from school it is the **responsibility of parents to call the school office prior to 8:35 a.m.** at (403) 335-8700 and give the following information:

- * Student's name * When the student is expected to return
- * Reason for absence * Student's grade & class (e.g. 7C)

2. LATES

After 8:40am, a student is considered late. If students are late for morning or afternoon attendance, they must report to the office for a "late slip". Students **MUST** have a late slip to be permitted into class after the bell. If you know your child will be late, please let the office know. Lates will be recorded on student report cards. Students who are habitually late will be subject to disciplinary action and possible loss of privileges.

3. PERMISSION TO LEAVE

If it is necessary for a student to leave school for any period of time during school hours (8:40am to 3:10pm), she/he must come to the office to **SIGN OUT**. Students must **first have parent permission** to sign out. This is to ensure the safety of the student. Students are not to leave during lunch hour unless they have a note or phone call from their parent to go directly home and back for lunch.

There is a SIGN IN/OUT BOOK on the office counter in which the student enters *his name, class, why/where he is going, and the time he is leaving*. It is very important that students do this so that their absence is officially recorded. A student returning to school following a period of leave (e.g. for a doctor's appointment) or a student who arrives late must sign back in, giving arrival time. **If a student becomes sick in class, the student must come to the office and office staff will contact parents to arrange student pick-up.**

4. MEDICAL EXCUSES

Any medical condition serious enough to warrant being excused from classes or any planned activity should be accompanied by a note from a doctor. Any change in a student's health during the year, which might affect his or her performance, must be reported to us to enable us to provide appropriate support.