



Massey-Vanier High School
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Massey-Vanier High School **Attendance Procedures**

Massey-Vanier High School "School Success Plan" has identified student success as one of the three main goals and specifically identifies increasing student attendance.

In order to foster increased students success we have developed an attendance tracking system that requires an increased, cooperation and communication between the home and the school. This year we are requiring that parents inform the school if their child has been absent. This is being done to reduce student absences and to increase attendance.

The procedure is as follows:

Number 4 on the Attendance page in the student agenda reads as follows:

Students arriving late or leaving school early must **always report to the cycle office** with a note signed by a parent or guardian. Notes for early departures must be handed in directly to the **Cycle office before Period 1**. Leaving school during class time without permission is considered **skipping**.

This memo is to inform you that both Cycle offices are applying the consequences found in The Steps of Intervention to a student who does not follow the above procedure.

Should a student arrive late in the morning, or have to leave early then a note or a phone call must be received the day before, the day of, or the day after. Should we not hear from a parent or guardian within that time period then an after school detention will be assigned immediately.

The second component to our Attendance Procedure is the implementation of the Lateness Protocol.

- Late for class three times in the same month will result in an after-school detention.
- If the problem persists any further disciplinary action is at the discretion of the Cycle Vice-Principal.

If you have any questions or concerns, please do not hesitate to contact the school.

