

Attendance and Participation

Information for Families

Regular attendance is essential for success. Valuable learning opportunities take place in collaboration with the teacher and other students during class time. Being present every day will help students deepen their understanding and strengthen skills.

In addition, feedback given during learning is known to be the most effective way to move students forward.

Important

Students will not be negatively affected by absences that are explained, documented or approved through established school processes.

Types of absences



Explained absences

An explained absence occurs when a parent/guardian or adult student notifies the school of the reason for an absence. Some explained absences may qualify as excused absences under Ministry of Education requirements, while others may be recorded as regular absences.

On their own, these absences should not negatively affect the attendance and participation section of the report card.



Unexplained absences

The school does not have a reason for the absence, or the absence has not been approved.

These absences may be considered when determining attendance and participation mark.

Examples:

- Skipping class
- Leaving school without permission
- Missing school for personal convenience
- Parent/guardian has not reported a reason

How do I explain an absence?



Use the SchoolMessenger App or Safe Arrival website portal to report an absence
go.schoolmessenger.ca/#/account/login



Call 1-855-257-9349 toll-free to report an absence using the automated phone system.

These options are available 24 hours a day, 7 days a week. For any school day in the school term up to the cut-off time on the day of the absence. Future absences can be reported at any time using any one of these methods.

Planning a vacation, competitive sports, trip, or other personal absence



1. Submit to the Principal a written request or extended absence form (see school website) as early as possible.
2. Include the dates and reason for the absence.
3. The Principal will review the request.
4. If approved, the absence may be recorded as an explained absence.

Every school day counts. Regular attendance is directly related to academic success, personal growth, and future opportunities. Together, let's make school attendance a priority.

Midterm and final reporting

While attendance and participation represents 15% of the final grade in Grades 9 and 10 and 10% of the final grade in Grades 11 and 12, this component is assessed throughout the learning period and is formally calculated only at the end of the semester or school year.

Evidence for participation can include the following: daily observations, asking questions, listening respectfully, working with others, completing in-class learning activities, peer/self-assessments, student conferences, and using digital learning spaces appropriately. For additional details, [visit the Ministry of Education's website](#).

Students will receive ongoing feedback from their teacher about their attendance and participation throughout the course. At the midterm reporting period, teachers will provide a report card comment that outlines the student's current attendance and engagement progress, areas of strength, and opportunities for improvement.

Exam Disclaimer: Families are reminded that examinations and culminating evaluations are mandatory components of courses and are scheduled within the published examination period. Vacation, work, and personal travel should not be planned during examination dates.