

			Who Does What?		
		Examples (including but not limited to...)	Parent	Student	Teacher
Absences	Planned/Excused	Appointments, family travel, medical travel, territorial / outside sports events	o Notify teacher ahead of time	o Notify teacher ahead of time	o Make note of advance notice
			o Talk to your child/ward about getting necessary materials and/or ensure you/they know how to access teacher website and online classroom to be able to keep up with work or to complete work. STUDENT ARE RESPONSIBLE FOR ANY WORK MISSED DURING AN ABSENCE.	o Get necessary materials and/or ensure you know how to access teacher website and online classroom to be able to keep up with work or to complete work. STUDENT ARE RESPONSIBLE FOR ANY WORK MISSED DURING AN ABSENCE.	o Remind student and/or parent that STUDENTS ARE RESPONSIBLE FOR ANY WORK MISSED DURING AN ABSENCE, and remind them about access to the teacher webpage and digital classroom.
			o Call or email the office to ensure the absence is marked as excused.	o When you return to class, check in with the teacher about work you completed or still need to complete to set a schedule to catch up as/if needed.	o Double check that the students' absences are in ApSen as being excused. If not, remind student to remind parents when the student returns to class.
			o At 20 absences, including excused, the administration/counselors/CELC as may review the impact of absence on student learning/achievement and make appropriate programming changes/recommendations		o At 10, 15 and 20 absences, including excused, the teacher will notify the administration/counselors/CELC as even excused absences can impact learning achievement.
Unplanned/Excused	Student sick, injured	o Call or email the office to ensure the absence is marked as excused.	o When you return to class, check in with the teacher about work you completed or still need to complete to set a schedule to catch up as/if needed.		
		o At 20 absences, including excused, the administration/counselors/CELC as may review the impact of absence on student learning/achievement and make appropriate programming changes/recommendations		o At 10, 15 and 20 absences, including excused, the teacher will notify the administration/counselors/CELC as even excused absences can impact learning achievement.	
Unplanned/Unexcused	Student skipped		o When you return to class, check in with the teacher about work you completed or still need to complete to set a schedule to catch up as/if needed.		
			o At 5 absences, discuss strategies to improve attendance/timely arrival, first with Ms. Carrey, then with parents/guardians.	o At 5 absences, contact home (Ms. Carrey will email by preference in order that there be documentation of the contact).	
		o At 10, 15 and 20 lates, the teacher will inform the administration/counselors/CELC as appropriate. At 15 the office administration may intervene with consequences or support. At 20 the office/counselling may review attendance, learning achievement and potential for success in the course and make appropriate programming decisions.	o At 10, 15 and 20 lates, students will attend 1 x 25 min lunch detention scheduled for a Tues or Thurs. and/or other office instituted consequences as appropriate.	o At 10, 15 and 20 lates, contact home (Ms. Carrey will email by preference in order that there be documentation of the contact) and supervise 1 x 25 min lunch detention scheduled for a Tues or Thurs., and inform the administration/counselors/CELC as appropriate.	
Field Trips/YkEd Sports	Rams Teams, class trips	o Coach/office/supervising teacher will send out a list of students on trip to the staff email.	o When you return to class, check in with the teacher about work you completed or still need to complete to set a schedule to catch up as/if needed.		