



Caledonia Secondary School
3605 Munroe Street, Terrace B.C. V8G 3C4
Phone: 250-635-6531 <http://caledonia.cmsd.bc.ca>

Attendance Expectations for Caledonia Students

At Caledonia Secondary School attendance is very important. Students who regularly miss school receive fewer hours of instruction, often leading to lower grades. In Caledonia classrooms, instruction builds over time, and when students are not in attendance, they miss vital building blocks of information. Regular school attendance is an essential part of the learning process and crucial for graduating from high school with a strong foundation for further studies and a successful career.

After any absences from Caledonia Secondary School, it is the student's responsibility to connect with their teachers immediately upon their return to establish a timeline for the completion of missed work so the student can get back on track with their learning.

Absenteeism will be addressed at Caledonia in the following manner:

# Absences from a class	Action to be taken
1 – 5 Absences	The teacher will connect with the student to discuss attendance concerns.
6 – 9 Absences	The teacher will connect with the parent/guardian to discuss attendance concerns.

Parent/Guardian email: _____

At 10 absences a teacher may refer their student to administration for the co-creation of a support plan.

Grade 10 student = Ms. Jackie Robinson
Grade 11 student = Mr. Joe Dominguez
Grade 12 student = Ms. Jane Arbuckle

At 20 absences a student may be withdrawn from their course if they have not demonstrated improvement as described in the plan co-created with administration. The student may return to Caledonia the following semester after meeting with an administrator to discuss supports.

Please sign and return this form to your teacher.

Parent/Guardian Name (Please print)

Student Name (Please Print)

Parent/Guardian Signature

Student Signature

Date