

THE ATTENDANCE POLICY

General Information

- Students are expected to attend all classes including homeroom. Good attendance is essential for academic success. As well, the development of critical thinking skills, group interaction, and good work habits depend upon regular attendance of all students. Students will be responsible to validate their absences. For students under the age of 18, the Board's Attendance Counsellor may be contacted if truancy persists.

Absences

- When a student has been absent from school, a parent/guardian is responsible for providing consent by reporting the absence to the school (see below). Absences are acceptable only if they are for valid reasons. As examples, illness, medical appointment, or attendance at a funeral are considered legitimate reasons for absence. Babysitting, working, vacation, "mixing-up spares", "sleeping in" and "working on another important class assignment" are **NOT** acceptable reasons.
- Regular attendance and punctuality are essential for student success. Attendance is taken in each subject class and in homeroom. Students are expected to be in their seats, and ready to work before the bell rings to begin classes. If a student knows ahead of time that he/she will be missing a class, then the work should be obtained ahead of time. The Ministry of Education requires a minimum of 110 instructional hours per subject in order for a credit to be granted. School policy and procedures may be summarized as follows:
 - have your parent/guardian call 1-844-350-2646 before 8:30 a.m.;
 - have your parent/guardian log your absence through the SchoolMessenger app (<https://go.schoolmessenger.ca>)
- Consequences for students who are truant or skip classes will include: interviews, parental/guardian contact, detention, and formal suspension.
- A student who is truant or skips a class on the day of a test or assignment that is due will receive a mark of zero.
- If a student is going to have an extended absence due a medical reason, please contact your child's vice principal to discuss options for work completion.

Extended Absences (Non-Medical)

- Extended absences from school decrease a student's learning opportunities, and performance. Participation in classroom activities is crucial for student learning and understanding. If a student is absent for an extended period of time, it becomes increasingly difficult for him or her to capture missed classroom experiences. In addition, extended absences are unfair to a student's peers when team members are working on co-operative projects/presentations.
- Nonetheless, parents/guardians have the legal right to withdraw their children for short periods, if they accept the responsibility for supervising the prompt completion of work missed. Parents/guardians are expected to notify an administrator of a planned extended absence two weeks prior to the absence (i.e. family reunion) and fill out an Extended Absence Form (available in the office). The form must be completed by the student, parent/guardian, and subject teachers. It is expected that any work assigned must be completed before the extended absence, unless otherwise stated by the subject teacher. It must be noted that some classroom experiences missed due to elective extended absences cannot be simulated out of the classroom, and a loss of process marks may result.

PLEASE DO NOT PLAN VACATIONS DURING EXAMINATION PERIODS.

Parents/Guardians are advised to consult the school calendar prior to scheduling holidays.

Examination dates are fixed on the school calendar
Exams cannot be rescheduled to accommodate travel,
work schedules or personal activities.

Punctuality and Lates

- Students are expected to be on time to each class and be prepared with materials to start work at the bell. Late arriving students miss part of the lesson, disturb other students, and interrupt the teaching process. If students arrive at school after the bell or if they are late between classes, they must report to the office for a late slip. Unexcused tardiness is unacceptable. Consequences for repeat offenders are as follows:
 - After the fifth late, a call is made to inform parents/ guardians.
 - After the eighth late, a letter is mailed home to inform parent/guardian.
 - After the tenth late, a detention will be assigned and a meeting with parent/guardian may be required.
 - After the fifteenth late, a one-day suspension may be assigned.

Sign In/Sign Outs

- Occasionally, you may need to leave the building for an appointment. Although we ask you to schedule your appointments outside regular class time, we do recognize that this is not always possible. In those cases, please bring a note from your parents or guardians requesting that you be excused at a certain time. This note should be presented to the office receptionist, before classes and in advance of the time that you wish to leave. Students should give the note to the main office any time prior to 8:45 a.m. If you have forgotten your note, report to the receptionist and she will advise you as to the proper procedure. If you must leave, and a parent or guardian cannot be contacted, you must consult with a vice-principal. Failure to do so may result in detentions or possible suspensions being assigned.
- If you are returning to school from an appointment, co-op, or a part day absence, you must report to the office to sign-in.
- Sign out privileges are not to be used to work on school assignments in the library, or attend school games etc. If you are signed out you must be off school property. NOTE: Students moving from one class to another, including homeroom, must not leave the school building unless going to a portable – i.e. no smoke breaks between periods 1 and 2 or 3 and 4.
- If a student is eighteen years of age or older, he or she may apply for note writing and sign-out privileges. See an administrator for details. * Note if you are a year 5 student who has not graduated, you will not be given these privileges unless approved by an administrator.