

ACS Attendance Matters

Assumption College School

STUDENT ATTENDANCE POLICY 2016-2017

RATIONALE

Regular attendance by students is vital to the process of learning and improves the opportunity for academic success. Only in class can students benefit from participative learning, social interaction and guided practice of newly learned skills. Absence disrupts the processes and content of learning, and the sequence of instruction. Good attendance is a preparation for the workforce; consequently, truancies will have consequences, including the possible suspension from school. Every effort should be made to attend all scheduled classes. Regular attendance is defined in ONTARIO EDUCATION LAWS.

"A pupil shall attend classes punctually "and" is excused from attendance at school if he/she is unable to attend school by reason of sickness or other unavoidable causes." (Section 21, Education Act)

"The parent or guardian of a child who is required to attend school...shall cause the child to attend..."(Section 21 (5), Education Act)

"A principal may suspend a pupil...because of persistent truancy." Section 23 (1), Education Act.

"Where a student's frequent absences from school are jeopardizing his or her successful completion of a course, the potential consequences include failure to gain a credit." (OSS 6.5)

EXPECTATIONS

Students are expected to be in attendance for every scheduled class unless written authorization by the administration is provided.

Justifiable reasons for absenteeism include illness, bereavement, unavoidable medical or dental appointments, family emergencies, legal appointment, driving lesson test, severe weather, field trips, sanctioned school athletic events or other causes deemed appropriate by the administration.

Unjustifiable reasons include working, studying for tests, shopping, driving lessons, sleeping in, babysitting, hair or other non-medical appointments or other reasons deemed unacceptable by the administration.

Students should be PUNCTUAL. ENTRANCE TO CLASS MAY BE DENIED WHEN LATES BECOME EXCESSIVE.

When an absence is deemed to be unjustifiable, there may be some form of academic consequence associated to the absence as written in the Ministry of Education's Growing Success document (2010) p. 43.

Senior students with truancies or unexplained absences in any course may be removed from that course.

ATTENDANCE PROCEDURES

Student absences must be clarified by parent calls to the school during the evening BEFORE or the morning OF the absence by accessing our attendance option and leaving a message on our voice-mail:

519-751-2030

Students who are absent should have their parent/guardian contact the attendance office as soon as possible on the day of the absence. If it is not possible for a parent/guardian to call, the student must call. In the latter situation a note signed by a parent or guardian will be required immediately upon the student's return. This note must be

brought to the Attendance Office between 8:00 a.m. and 8:30 a.m. The note must clearly outline the reason(s) for the absence. The student will then be issued an admit-to-class slip. **Forged notes or impersonation of a parent in any form will result in suspension and a zero on classroom assessments.**

In any subject, for whatever reason, a letter may be mailed home to the parent/guardian regarding the importance of daily attendance. Students may also be interviewed by subject teachers, guidance counsellors and vice-principals for chronic absenteeism. If a pattern of absences occurs for students on days where major assessments are being conducted, a parent meeting will be arranged.

The school reserves the right to require professional documentation (ex: a medical note) for extended absences.

LEAVING SCHOOL PRIOR TO DISMISSAL

Any student who knows in advance that he/she will have to leave school prior to dismissal must bring a parent/guardian note to the attendance office before homeroom/period one. He/she will be issued a dismissal slip which the student will give to the teacher in whose class he/she is in at the time of leaving. Students who do not sign out properly will be subject to a number of school consequences, including suspension.

STUDENTS WHO ARE ILL DURING THE SCHOOL DAY

Should a student become ill during the course of the day he/she must always report to the Attendance Office. The Attendance Office will contact the parent/guardian to obtain permission to send the student home if that is deemed necessary. If a student is so ill that he/she cannot reach the attendance office then he/she must send a student to the Attendance Office so a staff member can lend assistance.

NO student is to leave school prior to the attendance office informing a parent or guardian of the child leaving campus. Doing so will result in a truancy.

CONSEQUENCES OF ABSENTEEISM

Truancies will result in detentions and/ or suspensions.

The missing of major classroom assessments is deemed to be serious and jeopardizes the student's grades and as a result their successful completion of the course credit. Missing major assessments for unjustified reasons could result in the loss in part or the entire assignment's grade.

Missing a major assessment for a justifiable reason will result in the student having to complete the same or an alternate assessment that works within the course expectations. The deadlines will be reasonably negotiated between both the student and teacher. The school does not want to have any students miss additional classroom instructional time, therefore, a lunchtime location for students to complete the missing assessment will be provided. Failure to complete the re-scheduled assessment will result in a grade of zero.

A pattern of missing assessments and/or classes could result in administration requiring medical notes to excuse absences.

PLANNED EXTENDED ABSENCE/VACATION

An extended absence from school is discouraged as it jeopardizes marks and granting of credits. The content covered in each course is important and requires daily attendance. While parents may choose to travel during the school year, the time missed from class is recorded as an absence and counted in the total absence record for the semester. A significant number of absences may place a student's mark and credit in jeopardy. Also, assessment and evaluation become problematic. Prior to the trip, the student should consult with his/her teachers and make notes on what will be covered in each course. Any assignments that are due while he/she is away should be completed and handed in prior to the trip. However, any student planning an extended absence from school must inform the Attendance Office at least one week in advance, obtain the appropriate form and have it signed by each of his/her teachers, the school principal and the parent(s)/guardian in that order. The form must then be returned to the Attendance Office. Students and parents must realize that the student is personally responsible for missed learning and assignments, and that a mark of zero may be given for missed tests, presentations, assignments, etc.

It is the position of the school Board that ample time is provided in the school year calendar for vacations. Under normal circumstances, students will not be permitted to miss a final exam date for any reason other than

administration approved reasons. Students who miss an examination due to medical reasons will require a medical certificate in order for a new exam date to be scheduled.

LATE PROCEDURES

A student is deemed to be late for a class if he/she is not in the classroom when the bell signalling the start of a class rings, or when the start time designated by the teacher has passed. A lateness may be justified for certain reasons (eg. Guidance appointment, co-instructional activity) if it is authorized by a note or slip from a teacher or office staff. Unjustified lateness demonstrates a lack of respect for the learning process of one's fellow students, for the teacher who is instructing, and for one's own responsibility to act in a mature and responsible way. The late policy is intended to ensure minimal disruption to our learning environment and to promote self-discipline and time management skills.

Teachers will deal with the first 5 late admissions through a series of increasing consequences at their discretion. Such consequences may include, but are not limited to, discussions, detentions, assignments, parental contact/interview, and referral to a Vice-Principal.

The teacher will make referrals to the Vice-Principal and escalating consequences will be imposed. The Vice-Principal will determine the consequences for chronic lateness.

All lates are recorded on a student's attendance record and on all provincial report cards.

It is the responsibility of the student to know when exams are scheduled. It is also the student's responsibility to be on time for every exam. When a student is late for an exam the amount of time missed is lost. After the first 60 minutes, the opportunity to write the exam is lost.