

**Lakeshore Collegiate Institute
ATTENDANCE PROCEDURES**

Parents of students under 18 are to contact the school office before 9:15 a.m. to report student absence.

Attendance Office: 416 394 7650, press #1

- On return from an absence bring a note from a parent/guardian.
- Submit the note to the Attendance Office. It is the responsibility of the absent student to get the material or work covered during the absence.

Signing In / Lates

- If you are late to class, report to the office to sign in. Late for school arrivals are expected to provide a note from a parent/guardian with an acceptable reason.

Leaving School Early / Signing Out

- Parental authorization is required to leave school before classes end.
- If you become ill during the day, go to the Main Office. Do NOT leave the building without signing out.

Extended Absence

- "Unusual Absence Form" must be filled out and signed by Parents/Guardians, Teachers, and Administrator. Students are responsible for all work missed.
- Avoid planning vacations during the school year, as this affects student achievement.
- Depending on the reason for the absence, students may or may not be provided with an opportunity to make up missed evaluations.
- Medical certificates must cover dates of absence and state that the student is unable to attend school.
- After 15 full day absences, a referral will be made to the TDSB Attendance Counsellor.

Evaluation Missed Due to Absence

- Students are expected to write tests / examinations and to complete assignments as scheduled.
- When an evaluation is missed due to absence, the following expectations and procedures apply:
- When a student is on suspension class work will be provided by the teacher through the **main office**.
- Examinations and final course evaluations must be written as scheduled in January and June except for illness or extenuating circumstances as approved by the vice-principal. A doctor's note must be provided when examinations are missed due to illness.

It is the student's responsibility to:

- Prove that an absence is legitimate. Provide a medical certificate if required.
- Obtain and complete all missed class work.
- Arrange a make-up plan with the classroom teacher:

- **Prior** to absence for planned absences such as field trips, athletic events, medical appointments, parent-approved absences of less than four days.

On the day of **return** to school for unplanned absences such as illnesses:

It is the parent's responsibility to:

- Verify an absence either through:
 - a phone call to the attendance office on the day of the absence,
 - a note on the day of the student's return to school.

It is the classroom teacher's responsibility to:

- Establish absolute deadlines and negotiated deadlines where appropriate.
- Determine the nature of a make-up evaluation and the make-up date.
- Advise the appropriate vice-principal when concerns arise regarding chronic absence from evaluations.