

# Attendance Procedures

Regular attendance and punctuality are recognized as essential components of a student's educational progress. It is of the utmost importance that students attend all their scheduled classes.

**The regular school day begins at 9:00 am and ends at 3:15 pm.** Special day schedules are included in the school calendar. Students are expected to be in their period 1 classroom before the morning exercises begin at the start of the school day. Students are expected to remain in their class until the teacher dismisses them.

## Absences:

Students must attend all scheduled classes. Absences documented by parents or guardians for the following reasons will be accommodated:

- illness
- death of a relative or friend
- medical appointment
- religious Holy Day
- court or immigration hearing

To have the reason for the absence recorded, student should bring a note signed by their parent or guardian to the Attendance Office; the note will be retained in the office, and a copy will be returned to the student to be shown to all subject teachers. Alternatively, parents or guardians can call the school before 8:30 am to inform the school of the absence that day.

When possible, students should inform their teachers in advance of upcoming absences. It is the student's responsibility to obtain and complete any work missed during any absence. Students are expected to check class websites when they are absent to check for assignments and information. Absences of 5 or more days require an Extended Absence From

## Lateness:

Students are expected to be in class **before** the bell rings to begin that class. Students who are in the hall during morning exercises are considered late. Students who are late in the morning go directly to class where teachers will mark students absent.

- **PERIOD 1 ATTENDANCE MUST BE SUBMITTED BY 9:30 AM** (for safe arrival calls)
- **PERIOD 2, 3 & 4 ATTENDANCE SHOULD BE SUBMITTED BY 3:15PM**

## Signing In or Out:

**Students** who need to leave school early **must have permission (note or phone call) from a parent/guardian.** Students sign out at the Attendance Office before leaving the school. If the student does not have a note, and a parent cannot be contacted, the student is required to remain at school.

Students who become ill or feel unwell during school hours must report to the Main Office. Parents or guardians will be contacted prior to the student signing out and going home.

When students return to school following an appointment, they are required to sign in at the Attendance Office with a note signed by a parent or guardian confirming the appointment.

## Persistent Absences and Lateness:

School data shows there is a strong correlation between students' attendance and achievement. Persistent difficulties attending classes and/or arriving to all classes on time will first be addressed by the student's classroom teacher and should the issue persist, then the Vice Principal with the goal of supporting the student to improve their attendance and punctuality. Interventions may include:

- calls home and meetings with parents or guardians;
- placement on tracking sheets or contracts;
- referral to the TDSB Attendance Counsellor.

