

# ATTENDANCE AND LATE ARRIVAL

Academic success is related to attendance and participation in the day-to-day activities of the class. Students are required to be present in all of their classes unless valid reasons for being absent are presented. It is the student's responsibility to make up all work missed due to an absence.

## ***Validating Absences***

The school validates absences related to curricular (i.e. field trips) or co-curricular activities (i.e. school athletic events). A parent or guardian and those students 18 and over must validate absences due to illness, medical or dental appointments, bereavement, family matters or legal obligations.

To validate an absence a parent or guardian or student 18 and over may either:

- a) call the school on the day of the absence 519-885-4620 (press1) or
- b) provide a written note or send an email to [bciattendance@wrdsb.on.ca](mailto:bciattendance@wrdsb.on.ca) stating the student's name, date, days of absence and reason for absence. Notes are to be signed by a parent/guardian and presented to the main office within three days of the first day of absence.

## ***Extended Absences***

Extended absences due to illness may require medical documentation. A parent or guardian or student over 18 should notify the school prior to any extended absences due to work, travel or any other reason. A Temporary Withdrawal form must be completed for any absence in excess of five consecutive school days. This form can be obtained from the main office or can be found on our website.

## ***Truancy***

A student absent from any class without valid reason is truant, and truancy may be cause for disciplinary or legal action. Potential consequences for truancy include loss of opportunity to complete class work, including tests or other forms of evaluation, academic penalties and disciplinary consequences, including detention(s), suspension or expulsion.

## ***Signing-Out***

Students under 18, who must be excused early, are to provide an email, note or phone call from their parent/guardian to the main office. All students must report to the main office to sign-out if they are leaving the school before their day is finished.

A student who becomes ill during the school day is to report to the main office. The office will contact the student's parent or guardian to make arrangements for the student to sign-out.

## ***Late Arrival (Signing-In)***

A student's late arrival to class disturbs other students and interferes with the learning process. Students are expected to be in class before the bell rings. Students who arrive after the bell rings are considered late and are responsible to the subject teacher.

- Students who are more than 10 minutes late will report to the main office for a late slip.
- Students who miss more than 30 minutes will be marked as absent from that class.
- Repeated late arrivals will be referred to administration by the subject teacher and may be subject to disciplinary consequences.