

JACOB HESPELER SECONDARY SCHOOL ATTENDANCE & LATES
24 hour Attendance/Late telephone line 519-658-4910 Press 1, then 1 for A-K or 2 for L – Z
or email JHSS attendance at jhs-attendance@wrdsb.ca

Regular and punctual attendance is a significant factor in successful academic achievement at school as well as in the work place. The school will monitor student absenteeism; our automated dialer will call home every evening, and will rely upon parental support to resolve any attendance problems.

ATTENDANCE PROCEDURE

STUDENT EXPECTATIONS:

1. **Attend ALL scheduled classes on time.**
2. **To Report an Absence: Parents/guardians please PHONE the 24 hour Attendance Line 519-658-4910 Press 1, then 1 for A – K 2 for L – Z – if you know your student will be absent or late from school ON THE DAY OF THE ABSENCE OR FOR FUTURE ABSENCES.**
3. **Returning to School after an Absence:** Please bring a **NOTE** to the Attendance Office on the day of your return (if you have not already called the school) and obtain an **ADMIT SLIP** so you can be admitted back to class. **The Attendance Office opens at 7:45 a.m. Please note: a phone call on the attendance line is preferred when the absence or late is last minute.**
4. **Unable to return after lunch?** Ask a parent/guardian to **PHONE** the attendance line **519-658-4910 Ext. 1 A – K Ext. 2 L – Z**
5. **Missed Work:** Accept responsibility for all work missed during any absence. The onus is on the student to approach the teacher to find out what work and assignments have been missed and to seek extra help or clarification from the teacher outside of class time.
6. Teachers will keep an attendance record and will contact home at 5 absences. If a student is absent more than 5 times, teachers will refer the student to their VP.

LATES

JHSS recognizes that being on time is important for success in school and in the workplace. Students who are continually late cause unacceptable disruption to the teaching and learning environment of students and teachers in the class. Furthermore, students who are late are neither learning nor demonstrating workplace employability skills. When a student is late, we counsel each student and then proceed with the consequences listed below. Our purpose is to try to change the behaviour of our habitually late students and to recognize the rights of others.

PROCEDURES FOR STUDENTS LATE

- If a student arrives late at school anytime during the day *for a valid reason* (ie. Dr. Appt.) the student **MUST** go to the Attendance Office to **SIGN IN** where the student will receive an Admit Slip.
- If a student arrives late **any period without a note or a phone call**, they will **go directly to class**. The teacher will record the late on Trillium Web Attendance.
- Teachers will keep an attendance record and will contact home at 5 lates. If a student is late more than 5 times, teachers will refer the student to their VP.

CONSEQUENCES

One or more of the following consequences will be applied for continued absenteeism and/or lates:

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| 1. Interview with the appropriate Vice-Principal | 6. In-School suspension |
| 2. Detention(s) | 7. Out-of-school suspension |
| 3. Parental contact | 8. Withdrawal from course |
| 4. Conference of teachers with students and parents | 9. Withdrawal from school |
| 5. Parental interview with student and appropriate VP | |

REQUESTING STUDENT VACATION OR LEAVE OF ABSENCE

Short-term withdrawal forms **MUST** be filled out by the student for 5 consecutive days or more absence, and signed by parents, teachers and vice-principals **BEFORE** taking a vacation or a leave of absence. Forms are available in the Attendance Office. **Students will NOT be allowed exemptions from EXAMS because of vacations.**