





Welcome to  
**Jacob Hespeler  
Secondary School**

## Attendance Procedures

Regular school attendance is an important contributor to school success and is also a legal requirement. Students are expected to attend all assigned classes punctually. All absences for students under the age of 18 must be approved by a parent or guardian. Students 18 years of age and older may validate their own absences. "What do I do if I'm absent?" There are three different ways to report an absence. Please use one of the following options:

Please be sure to include the student's name, your name and relationship to the student, date of the absence, and the reason for the absence.

-  **To Report an Absence:** Parents/guardians please phone the Attendance Line 519-658-4910. Press 9 for other options and press Ext. 1 A - K Ext. 2 L -Z - 24 hours a day if you know your student will be absent on the day of the absence.
- @ Email [jhs-attendance@wrdsb.ca](mailto:jhs-attendance@wrdsb.ca)
-  **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 am. Please note: a phone call on the attendance line is preferred when reporting absences.**

**Unable to return after lunch?** Ask a parent/guardian to **PHONE** the attendance line **519-658-4910, 9 then Ext. 1 A - K Ext. 2 L-Z**

**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 their teacher.

**Missed Test/Presentation:** It is expected that the student will complete the missed assessment on the day of return.

### 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 habits. Our purpose is to try to change the behaviour of our habitually late students and to recognize the rights of others.

If a student arrives late at school anytime during the day for a valid reason (i.e. Dr. Appt.), with a note/phone call/email the student **MUST** go to the Attendance Office to SIGN IN where the student will receive an Admit Slip.

If students arrive late any period without a note /phone call/email, they will go directly to class. The teacher will record the late on Trillium Web Attendance.

### CONSEQUENCES

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

- Interview with the appropriate Vice-Principal
- Detention(s)
- Parental contact
- Conference of teachers with students and parents
- Parental interview with student and appropriate VP
- In-School suspension
- Out-of school suspension
- Withdrawal from course
- Withdrawal from school

### 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.