

## 🌀 Attendance and Late Procedures at WODSS 🌀

At Waterloo-Oxford, we believe effective learning takes place when students arrive punctually and are present for the entire instructional period.

We feel that our attendance and late policy at Waterloo-Oxford, assists students in forming attendance habits that significantly improve their academic performance and future employability.

Ministry regulations state that when a student is unwilling to attend school regularly, the ability to achieve meaningful credit value in his or her program is greatly reduced.

Excessive absence in any course of study adversely affects performance and reduces the chances for success in a student's academic program. Furthermore, with the implementation of full disclosure, all Grade 11 and 12 course drops, withdrawals and repeated courses will have marks reflected on the student's transcript. Post-secondary institutions, in offering admission will carefully consider attendance and academic achievement. Therefore, the staff at Waterloo-Oxford District Secondary School promote a commitment to regular attendance in all areas.

Regular attendance is a legal requirement and is an important part of each course. Teachers will keep a record of all absences for each class taught. All student absences (full day or part day) are to be recorded.

### **Parent/Guardian Expectations for Reporting Absences**

Parents/Guardians need to validate their daughter/son's absences from school.

If possible, parents are encouraged to call on the day of the absence.

Parents may call Attendance: Call 519- 634-5441 press 1 for A – Z

Or Email: [wod-attendance@wrdsb.ca](mailto:wod-attendance@wrdsb.ca)

Absences MUST be validated in one of three ways:

- ♣ Telephone: Call 519-634-5441 press 1. Voicemail is available 24/7
- ♣ Email: [wod-attendance@wrdsb.ca](mailto:wod-attendance@wrdsb.ca)
- ♣ Note: Send a note with the student to be dropped off at the Attendance Office.
- ♣ Please Note: For absences longer than 5 consecutive days, a doctor's note is required.

Absences are valid when they are necessitated by illness, dental/medical reasons, family emergencies, school-sponsored activities, or religious holidays.

Whenever possible, arrangements with teachers and the office are to be made in advance. If you have given your student permission to miss a class, they must sign out at the Attendance Office and leave the building.

Students are not allowed to be in the library or cafeteria during instructional periods once they have signed out.

One detention, twenty minutes in length, will be given for each skipped class. Detentions will be served during the first part of lunch from 10:55 am to 11:15 am. Consequences for not serving detentions may include in-school suspensions.

### **Procedures for Students to Validate Absences**

If a student misses a class, he/she is responsible for validating the absence before attending that class again.

When an invalid absence occurs, the student must report to the office and validate the absence.

Staff can determine whether an absence is valid by viewing web attendance for the date in question. If an absence is invalid, the student may be assigned a consequence by their teacher.

Students are accountable for each and every absence. The onus is on the student to validate his/her absence and make up work for any missed class and to contact the teacher before any known absence.

### **Students Aged 18 and Over**

Students who are 18 years of age or older can validate their own absences and lates. Students over the age of 18 must sign a "Consent for Information Sharing" Form to allow parents to access academics, attendance and behaviour. Students over the age of 18 years may choose not to share their academic record, attendance or behaviour with their parents/guardians.

### **Parent/Guardian Withdrawal of Students from School**

Parents may legally withdraw a student from school for a short period of time (5 or more days) by completing the Temporary Student Withdrawal Request Form at least three days before the absence.

Parents/Guardians are advised to carefully consider the impact of absences, such as holidays, as missing significant classroom instruction may impact student learning and achievement in all subjects.

### **Lates**

- Students are to be in their classrooms by the appropriate starting time or they will be considered late.
- Students arriving late with a valid reason must sign in at the Attendance Office and receive an admit slip.
- For students repeatedly and continually late (without a valid reason), despite teacher intervention (speaking to student, calling parent/guardian), students will be referred to the Vice Principal.
- If a student has an appointment with Guidance, Nurse, Administrator, Child and Youth Worker or Social Worker they must receive a note from this person prior to returning to class.
- Students who are kept after class by a teacher, causing them to be late for their next class, will receive a note from the class teacher to provide to the teacher of their next class.