LOCKERBY COMPOSITE SCHOOL
ATTENDANCE POLICY 2025 – 2026

Students are expected to attend all classes, and to be on time. Students' credits will be in jeopardy if they have more than 10 unverified absences. Attendance is important for success.

Attendance is a significant part of the assessment and evaluation process. The *Ministry of Education Act, Regulation 298* requires: "students to attend classes punctually on a regular basis and take such tests and examinations as may be required." A credit is granted upon the completion of 110-120 hours of classroom instruction. It is the responsibility of the guardian to communicate reasons for all absences with the Main Office (including missing scheduled assessments/evaluations). Please refer to Lockerby Composite School's Assessment and Evaluation Policy (distributed at the beginning of the school year, found on our website: https://lockerby.rainbowschools.ca and found within the Student Handbook) for more information regarding parent/guardian responsibilities for notifying the Main Office of absences the day of a scheduled test/assessment/evaluation.

Excused absences include such absences as bereavement (a death in the family), illness (serious enough to require treatment from a Doctor), field trips, and our elite performer plan. Doctor's notes/slips/certificates must be submitted within 10 days of returning to school or they may not be accepted. Regular Doctor and Dentist appointments, minor illnesses, Driver Education appointments, family vacations, or otherwise will not be considered excused absences. These appointments/situations should occur outside of school hours.

Students who must leave during the school day must bring a parent/guardian note to the Main Office before 8:20 am. An excuse slip will be issued and the departure time recorded (to then be given to their classroom teacher). Students returning from the appointment **must** check-in at the Main Office before being given an admit slip and admitted to class by their teacher. If a student becomes ill during the school day, they must report to the Main Office. If it is determined that the student can no longer remain in school, a call will be made home so arrangements can be made for the student to leave. Students may leave the premises <u>only under conditions mutually agreed upon</u> by the Main Office and the parent/guardian ***prior*** to student departure from school. Students must sign-out from school at the Main Office upon confirmation of permission from the Principal, Vice-Principal, and/or parent/guardian. Unacceptable requests to sign-out include but are not limited to: studying for tests, completing work for other classes, missing assessments/evaluations or submission of evaluated materials because of lack of preparation, and/or avoidance of Study Hall and detentions.

Students returning from a full-day(s) absence are required to submit a note signed by a parent/guardian, or have their parent/guardian call the Attendance Secretary. Notes should be submitted to the Main Office before 8:20 am on the day of the student's return to school. Students absent for the morning are to bring their note (signed by a parent/guardian) to the Main Office before afternoon classes. Any unexcused absence will result in a phone call home for each day or each period(s) absent from class(es). Parents/guardians may also wish to phone the Main Office to verify a student's absence (a message can be left at any time). Students failing to submit a parent/guardian note or failing to have a parent/guardian phone the Main Office will be required to see and/or meet with the Vice-Principal or Principal.

Grade 12 students (with at least 24 credits) may be permitted to sign-in before Period 2, only if they do not have a scheduled Period 1 class. The application for late sign-in privileges is available from the Vice-Principal. Late sign-in students are still subject to the same expectations and responsibilities of all other students with respect to verification of absences.

LATES

Students are expected to be on time for all classes. Teachers will monitor students arriving late to class and conference with the student to promote improvement. If there is no improvement, the teacher will contact the parent/guardian for support. If there is still no improvement, the teacher will refer the student to either the Vice-Principal or Principal. The Vice-Principal or Principal will then work with the student and parent/guardian, with additional supports as necessary, and will use a progressive discipline approach, that may include detentions, parent/guardian meetings, and/or suspension.

DETENTIONS

- Truancy may result in a lunchtime detention. Detentions are served from 11:00 am to 11:45 am, as assigned by the Vice-Principal or Principal, or may be completed under the supervision of a teacher during those times (with approval).
- Missed detentions will result in further, more severe disciplinary action.
- Students are expected to be on time for all classes.
- Frequent lates may result in detentions, or other disciplinary consequences.

If a student 'skips' or misses an assigned detention without parent/guardian verification, the parent/guardian will be notified, and further disciplinary action will result. This may include further detentions, parent/guardian meetings, send homes, and/or suspensions.