



LOCKERBY COMPOSITE SCHOOL ATTENDANCE POLICY

2026 – 2027

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 may include such absences as bereavement, illness, inclement weather, unavoidable circumstance, and cultural/holy days, as defined by the Ontario Ministry of Education's *Enrolment Register*. Doctor's notes/slips/certificates must be submitted within 10 days of returning to school or they may not be accepted, depending upon circumstances. For example, regular Doctor and Dentist appointments, minor illnesses, Driver Education appointments, family vacations, or otherwise may not be considered an excused absences. These appointments/situations should occur outside of school hours. Pursuant to *Ontario Regulation 298 of the Education Act, Section 23, Subsection (3)*, "A pupil may be excused by the principal from attendance temporarily at any time at the written request of a parent of the pupil or the pupil if the pupil is an adult." Parents/guardians are asked to connect with the school to review pertinent information related to this regulation and approval, as well as the preparation of a Proposed Course of Study. The number of school days that the student will miss must exceed 15 days unless the principal has provided a program of studies. If the student does not return on the date specified below and the absence exceeds 15 consecutive days, the student becomes truant and the matter will be referred to the Attendance Counsellor.

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 only under conditions mutually agreed upon 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 have a parent/guardian connect with the Main Office (through telephone call, email, or through Edsby). Any additional 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 have a parent/guardian connect with the school 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.

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.

In addition, please review the Ministry of Education's updated policies (June 2026) regarding Attendance and Participation:

To recognize the impact that student presence in class has on achievement, final student grades will reflect attendance and participation. Excused absences do not negatively affect a student's mark. Excused absences are absences from school that are permitted under legislation or school policy, as outlined in the Ontario Ministry of Education's *Enrolment Register*. Again, these may include illness or other unavoidable circumstances, such as inclement weather or approved absences such as cultural days and holy days.



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ASSESSMENT CRITERIA OF ATTENDANCE AND PARTICIPATION

Attendance & Participation Evaluation					
Final Grade (worth 10/15%)	Below Level 1 (less than 50%)	Level 1 (50% - 59%)	Level 2 (60% - 69%)	Level 3 (70% - 79%)	Level 4 (80% - 100%)
Attendance	Misses more than 10% of classes for unexcused absences** (more than 9 classes per semester)	Misses more than 7.5% - 10% of classes for unexcused absences** (~7.5 - 9 classes per semester)	Misses more than 5% - 7.5% of classes for unexcused absences** (~5 - 7 classes per semester)	Misses more than 2.5% - 5% of classes for unexcused absences** (~2.5 - 4.5 classes per semester)	Misses more than 0% - 2.5% of classes for unexcused absences** (~2 or fewer classes per semester)
Participation	<u>Does not:</u> - participate in class discussions; - contribute ideas; - ask relevant questions; - respect the contributions of others; - demonstrate positive leadership; - contribute to fostering a positive classroom culture.	<u>Infrequently:</u> - participates in class discussions; - contributes ideas; - asks relevant questions; - respects the contributions of others; - demonstrates positive leadership; - contributes to fostering a positive classroom culture.	<u>Occasionally:</u> - participates in class discussions; - contributes ideas; - asks relevant questions; - respects the contributions of others; - demonstrates positive leadership; - contributes to fostering a positive classroom culture.	<u>Generally:</u> - participates in class discussions; - contributes ideas; - asks relevant questions; - respects the contributions of others; - demonstrates positive leadership; - contributes to fostering a positive classroom culture.	<u>Consistently:</u> - participates in class discussions; - contributes ideas; - asks relevant questions; - respects the contributions of others; - demonstrates positive leadership; - contributes to fostering a positive classroom culture.
	Success Criteria for Participation • completion of assignments • completion of homework • arriving to class on time • asking questions for clarification • concentration on the task at hand • arrival to class prepared • using class time productively		• valuing the ideas of others • completion of assigned tasks • collaboration with classmates • being attentive in class • meeting deadlines • seeking assistance when needed • seeking feedback & revising work • respectful interactions with others • evident engagement in learning		

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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.