

# ATTENDANCE

The Calendar and Timetables can be found on the school website.

Student attendance in school is mandatory and directly linked to academic success. It is also recognized that poor attendance, which includes tardiness, adversely affects the academic success of other students as well.

## **Absence from School**

Whenever a student is absent from school, the parent/guardian must provide in writing specific details. This is necessary for the annual school audit. A telephone call will not suffice and should only be made in the event that immediate access to the online form is not available.

*Please note: The online Absentee Note form (available on the school website) must be completed by a parent/guardian for every absence, late, early departure, or notification of extended absence.*

The BC Ministry of Education requires that a Notre Dame student must be present for the equivalent of at least 600 hours of instruction (120 school days) by May 15th of any year. Failure to meet this requirement will result in the student not receiving full government funding.

Once a student has been absent for the equivalent of 75 hours of instruction (15 school days), he/she runs the risk of losing government funding. Once this happens, a Parent Conference with the Administration will take place.

The parents of any student who illustrates that he/she cannot honour the policies and procedures related to absenteeism will be asked to pay any funding deficiencies (up to the level of the government grant) and may receive consequences that include being asked to withdraw from Notre Dame.

## **Late Morning Arrivals**

All students who do not make it to their first class by the scheduled start of that period must sign in at the office upon arrival.

Students who have a legitimate reason for tardiness (with required note from a legal guardian) will, in most cases, be excused and the late arrival will not count towards their record.

## **Lates During the School Day**

Attendance is taken at the start of every period by the teacher, who marks individuals as Absent in the school's student information system, MyEd.

A student is considered late when he/she is not seated in class by the scheduled start of that instructional period.

Regardless of the reason for tardiness, students may not be admitted into the classroom without first signing in at the Office and collecting a Late Slip.

On occasion, a student or group of students may be excused in writing by the teacher of the previous class, if the reason for being late arises from a protracted lesson or question; or by a GLC, counsellor, or member of admin owing to an urgent matter. In such cases, the Office will be notified by that staff member.

It is the Office, not individual teachers, who updates attendance status for students from Absent to Late – excused or unexcused.

5 cumulative lates will result in detention and a letter home; students who are habitually tardy can expect stronger consequences according to the Progressive Discipline Model.

There is an automatic after school consequence for students who are late to class following lunch.

## **The Lates and Absences Progressive Discipline Model**

7 unexcused lates will result in a warning to the student and to alert parents of the trend.

10 unexcused lates will lead to an automatic total of 3 - 1 hour detentions.

15 unexcused lates will result in an official school notification home and a parent meeting with the administration and GLC, regarding steps to rectify the situation and the issues causing the lates. Potentially other consequences may be given out such as probation, further detentions, or other repercussions as deemed by the administration.

## **Departure from School**

If a student has to leave school before the regular dismissal time for that day, the student must report to the

office for permission to leave and sign out before leaving. Failure to do so will result in a detention.

A note or email must have been submitted to the office that morning, indicating the time and the reason for the student's early departure. The same sign-out procedure must be followed if the student leaves early because of sickness, appointments, or for other legitimate reasons.

Students missing any scheduled instructional time should inform their teacher before the start of that period of his/her early departure and the reason why. No student may leave class without that subject teacher's permission, even in the case of a school activity.

Seniors who go off campus during instructional hours, even if they are on a spare, must sign out when they depart and sign back in upon their return.

### **Unexcused Absence from Class**

Students who should be in class, but have no legitimate reason not to be in attendance are liable to receive zero for any work missed and other consequences as per the Progressive Discipline Model.

"Skipping" includes leaving school premises without first properly signing out at the Office.

### **Extracurricular Activities**

All students participating in school-sponsored extracurricular activities are subject to the following conditions:

1. Students must be in attendance by or before the end of the first block in order to be eligible for extracurricular participation on that same day.
2. If a student has a medical appointment that day, he or she may still be eligible to participate if the student returns to school and has a note from a medical practitioner confirming the appointment. Such appointments may impact more than one class. If those appointments prevent the student from attending at least half of his or her classes he or she would, in most circumstances, lose eligibility on that day.
3. Students who have been suspended are not eligible to participate in extracurricular activities for, at least, the length of suspension. Depending on the reason for the suspension, eligibility may be suspended beyond the length of the suspension. Such a determination will be made by Administration.
4. Students may lose eligibility for student-sponsored extracurricular participation due to academic concerns. That may include failing grades (or being at-risk of failing), missed assignments, or ongoing concerns related to effort and attitude in class.

### **Lunch Hour**

Students in Grades 8, 9, and 10 may not leave the school grounds between 8:30 a.m. and 2:40 p.m. except under the supervision of a classroom teacher. If a student from these grades wishes to go home for lunch on a regular basis, or at any time, the parent/guardian must submit this request in writing.

Students in Grades 11 and 12 may leave the school grounds at break and lunchtime only. Students are required to have permission to leave school grounds at any other time, including during assigned spares.

Food/drink must be consumed in designated areas only. At all times, students are expected to clean up after themselves, by disposing of waste and recycling in the appropriate bins.

## **Special School Days**

Any school day on which the regular timetable is not in effect and an alternate activity held is considered to be as essential for attendance purposes as any regular day.

Such days give an opportunity to educate in the broader sense. Examples of these days include the annual Walk-A-Thon, Student Council Activity Days, and, most important of all, grade-level Retreats. These are not to be considered days for dental, medical or other personal appointments to be made. Absences on these days, if unexcused, will be followed up by the Administration.

## **Dental and Medical Appointments**

As far as possible, dental or medical appointments should be made after school or at a time when school is not in session. A doctor's or dentist's note may be required as proof of attendance during school hours. The school reserves the right to phone a medical office to confirm the validity of an appointment.

## **Vacations or Time Off School for Non-Medical Reasons**

Students absent from school because of family vacations, private vacations approved by their parents, or for non-medical reasons, and particularly for early departure before the end of semesters or the official end of the school year on June 30, are absolutely responsible for making up missed work. No special arrangements for the early writing of final assessments in either semester will be made.

Notification of such extended absences should be made to the school before the vacation, via the online Absentee Note form. The school strongly advises families NOT to take their children out of school during the school year for vacations. If any government income is lost, the family will be charged accordingly.

## **Unexpected School Closures Due to Snow**

The decision to close school is only made when it is apparent weather conditions are too dangerous for driving.

Any closures will be posted on the school website and communicated to students by GLCs via Remind. Closures will be called into local radio for broadcast.

There will be no broadcast if school is open.

Families are advised to make their own decisions as to whether or not to bring their children to school if conditions are poor where they live.

As winter weather can change at any time, families should have emergency arrangements in place in case school has to close.

If it begins to snow while school is in session, the school will not close until the last child has gone home. Parents can decide whether or not to collect their children early.

## **Office Hours**

The school office is open daily throughout the year from 8 a.m. to 4 p.m., and from 9 a.m. until 3 p.m. during holidays. The office is closed for a three-week period in the first three weeks of August.

If a student has forgotten some item, or if a family member wishes to give or have any item delivered to a student at school, the student and the family member involved must arrange to have the item brought to the main entrance on Venables Street. There is a designated shelf for such items. The Office is not responsible for what is placed there for student pick-up.

## **School Access**

Students should not be on school property before 7:50 a.m., except in the case of involvement in extracurricular activities or by special arrangement with a teacher or a school administrator.

Attendance at practices, rehearsals, concerts, plays, dances, or games is understood to be a special arrangement.

No student should be in the school on the weekends or during vacation periods, unless there is a teacher present with the student, or for an activity at which and for which a teacher is in charge and responsible. Even though the school is open for use by other groups at other times, students should not enter the building.