

STUDENT ATTENDANCE POLICY

Notre Dame Catholic Secondary School actively encourages and promotes regular attendance. Educational research has consistently shown that a student's progress and academic success are closely related to good attendance and participation in the day to day activities of the school.

Notre Dame has a 5-10-15 Attendance System. All students are informed at the beginning of each course that **15 absences** in a course may result in the loss or deferral of the credit. For half credit courses, such as civics or career education, **8 absences** may result in a similar situation.

The 5-10-15 attendance system is for **all** absences (withdrawal from class due to lateness or for being out of uniform, illness, vacations, appointments, parent withdrawal, suspensions). Approved absences due to school activities (retreats, field trips, athletics) are not included in the 5-10-15 attendance totals for loss of credit. **VACATIONS:** Although trips and vacations may provide diverse learning experiences, the school does not support, academically, travel or vacations during class time. The content covered in each course is important and requires daily attendance. While parents may choose to travel during the school year, the time missed from class is recorded as an absence and counted in the total absence record for the semester. A significant number of absences places a student's mark and credit in jeopardy due to the loss of instructional time. Also, assessment and evaluation become problematic. Examinations and tests will not be rescheduled and a mark of zero (0) may be assigned to any test or examination missed. Prior to the trip, the student must notify the school Administration and Attendance Office with specific dates of departure and return and must consult with his/her teachers and make notes on what will be covered in each course. Any assignments that are due while he/she is away should be completed and handed in **prior** to the trip to ensure they are accepted. A vacation period is considered an absence.

- At 5 absences** - in any subject, the subject teacher will contact the parent/guardian to inform them of the attendance profile.
- At 10 absences** - in any subject, the subject teacher will contact the parent/guardian to inform them of the attendance profile. An attendance profile, indicating that the credit is in jeopardy, may be sent home to the parent/guardian.
- At 15 absences** - in any subject, the administration will review, in consultation with the subject teacher, the attendance profile and make a determination as to credit loss or deferral. The parent/guardian will be informed of the situation.

Students with four (4) truancies or unexplained absences in any course may be removed from that course.

STUDENT ABSENCES

A phone call (or a note) from a parent/guardian to explain the reason for the absences is required for all absences. An answering machine is available for your convenience. If a phone message is not received (for full day absences only), we require a written communication from a parent/guardian on the day the student returns to school by 8:00 a.m. ***All absences from school must be justified by parents or guardians, at the time of the absence, not days, weeks, or months later. The Attendance Office will not be accepting parental notes after the fact.***

Students who are 18 years of age and older must complete the NOTE SIGNING PERMISSION FORM in order to sign their own notes. Students will then be allowed to sign themselves into or out of school if they have an appointment or are ill.

If a student must leave school before the end of the day, they are required to **sign out** at the attendance office. Students, under 18 years of age, will require the permission of their parents/guardians in order to sign out. Students are to submit notes for early dismissal to the attendance office **prior to 8:30 a.m. on the day of the appointment**. Telephone calls/notes will **NOT** be accepted after the absence occurs.

If a student becomes ill while at school, they must report to the Attendance Office.

Students who miss class without an acceptable reason from their parent/guardian, will be recorded as truant.

Missed Examinations, Culminating Activities, Tests and Assignments:

Students are responsible for all course work and assignments while absent.

- i) Any examination, culminating activity or test missed and validated by a doctor's note may be rescheduled.
- ii) Any examination, culminating activity, or test missed due to vacation or truancy may not be rescheduled, and may be assigned a mark of zero (0).

NOTE: Illness substantiated by a doctor's note is the only acceptable reason for missing a test or examination.

All notification of absence due to vacation or family trip must be submitted in writing to the Principal or Vice-Principal.

Direct telephone line to Attendance: 905-335-2254 (24 hours/day)

LATES

If you are not in your period 1 class at the start of Morning Prayer you are late.

- < Stop all movement and conversation in class and in the halls when the prayer begins.
- < Remain still and quiet until the conclusion of the National Anthem.
- < Report directly to your period 1 class.
- < After 9:00 a.m. report to the Attendance Secretary.
- < Persistent lateness will be dealt with in accordance with Notre Dame=s Late Policy.
- < If the student is more than 20 minutes late for any class, the class will not be disturbed, and the student will **NOT** be admitted. This will be marked as an absence.
- < At the 5th late in a particular class the student will not be admitted. He/she will be marked ΔLATE - NO CLASS@ and the parents will be informed. Similarly, each subsequent late will also be ΔLATE - NO CLASS@ and will be counted as an absence.
- < Persistent lateness could result in suspension from school.

LATE POLICY

OCCURRENCES:

1 - 4		Subject teacher speaks with student.
	S	First 20 minutes student admitted to class
	S	After 20 minutes student <u>NOT</u> admitted to class and late treated as a truancy
5		Referral to Vice-Principal with Late Record form. Student not admitted to class. Parental contact. ΔLATE - NO CLASS@
6		Student not admitted to class
7		Student not admitted to class. Parental interview required.
8		One day out-of-school suspension
9		Two day out-of-school suspension
Subsequent		Incremental suspensions out-of-school