

**ST. JOHN'S
COLLEGE**

**ATTENDANCE
POLICY
2023-2024**

**80 PARIS ROAD
BRANTFORD, ONTARIO N3R 1H9
(519) 759-2318**

**TO REPORT ABSENCES / TARDINESS
CALL 759-2318 EXT. 15221 [ATTENDANCE OFFICE]**

STUDENT ATTENDANCE POLICY

The Ministry of Education states that attendance in classes is mandatory and that a student is excused from school only by reason of sickness or other unavoidable causes. St. John's College actively encourages and promotes regular attendance. Education research has consistently shown that a student's progress and academic success are closely connected to regular attendance and participation in the day-to-day activities.

GENERAL INFORMATION:

- **Studies begin at 8:55 a.m. with Period I. Lateness will not be tolerated.**
- Absences must be reported by the parent or guardian or students 18 years of age.
- In a situation where a student does not provide a note, the home will be contacted before the student will be permitted to resume classes.
- An automated phone message will be sent to the home to advise the parent/guardian of an unexpected absence.
- Absences for such things as haircuts, concerts, early vacations, studying or part-time jobs are NOT considered unavoidable and, therefore are NOT excused.

Although trips and vacations may provide diverse learning experiences, the school cannot academically support travel (for non-academic reasons), 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.

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 vice-principal will contact the parent/guardian to indicate that the credit may be in jeopardy.

At 15 absences - in any subject, the administration will arrange a team meeting with parent/guardian and make a referral to the Attendance Counsellor.

Consequences for truancy may include:

- **detention**
- **written assignment/plan**
- **suspension**

A parent meeting will be arranged to discuss further consequences and supports for students who are persistently absent.

STUDENT ABSENCES

1. Parents are to inform the school of an intended absence **prior to 8:45 a.m.** by exercising one of two options:
 - **Phone:** 519-759-2318 ext. 15221 (this line is available 24 hours a day).
 - **A Note:** must be provided to the attendance office on the student's return should the parent not previously phone for the absence.Students who are 18 years are legally responsible for themselves and are held accountable for their absences which will be recorded as "**Truant**". Unless a call is made prior to the absence by the student and/or parent/guardian (if applicable) for those who have signed permission for the Release of Information, it will be recorded accordingly.

Please Note: Until the absence has been parent approved, the student will be recorded as "Truant". **Excessive truancies will result in a conference with the Administration. Monthly attendance letters will be sent home to students with excessive absences/lates.**

SIGNING OUT DURING THE DAY: (for illness or appointments only)

1. Provide a notice in writing or by phone to the attendance office before 8:45am.
2. Students must record their name on the "Sign-Out Sheet" in the Attendance Office **prior** to leaving the building.
3. Students must be off school property **IMMEDIATELY** after signing out.

Please Note: absences not handled in this manner will be recorded as TRUANT.

SIGNING IN LATE DURING THE DAY: (for illness or appointments only)

1. Provide the notice in writing or by phone to the Attendance Office.
2. Students must record their name on the "Sign-In Sheet" in the Attendance Office **immediately** upon arrival. An admit slip will be issued in each case.

Note: Students forging letters or impersonating a parent/guardian will be dealt with by administration through progressive discipline.

STUDENT LATES

Late-to-class is defined when the student does not arrive on time and prepared for class. Seven (7) lates will be dealt with through progressive discipline with Administration..

STUDENT LATES:

Students who arrive **more than 20 minutes late** to school due to an early morning appointment, etc. must come to the Attendance Office, with a note from a parent/guardian, in order to obtain an admit-to-class slip.

MISSED EXAMINATIONS, TESTS AND ASSIGNMENTS

- Students are responsible for all course work and assignments while absent.
- Students are required to write every exam for which they are scheduled.
- Failure to write an exam without verified, written medical note will result in a mark of ZERO and will not be rescheduled.
- **If a student is absent due to medical reasons ONLY, parents must contact a vice-principal to reschedule the examination. A doctor's note must be provided.**
- Student must complete a "Request to Write Final Exam on an Alternate Date Form". **A reschedule will only be considered due to medical reasons.**
- At the discretion of the administrator and/or teacher, a doctor's note will be required for missed tests.

Students are required to write examinations as scheduled. Please plan vacations/employment so that they do not conflict with examination days or other evaluation periods.

SEMESTER 1 FINAL EXAMINATIONS:

January 25, 2024 - Exam Day (Period 1)

January 26, 2024 - Exam Day (Period 2)

January 29, 2024 - Exam Day (Period 3AB/3BC)

January 30, 2024 - Exam Day (Period 4)

January 31, 2024 - Exam Day

[In the event of inclement weather, examinations will be pushed back one day.]

SEMESTER 2 FINAL EXAMINATIONS:

June 21, 2024 - Exam Day (Period 1)

June 24, 2024 - Exam Day (Period 2)

June 25, 2024 - Exam Day (Period 3AB/3BC)

June 26, 2024 - Exam Day (Period 4)

June 27, 2024 - Exam Day

