

# **John Taylor Collegiate Comprehensive Attendance Policy 2009-10**

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The total periods of absence (excused and unexcused) within each course must not exceed 10% of available instructional periods for that course. Students who:  
exceed this maximum may be placed on course audit status (no credit),  
may have the course final examination privileges withdrawn,  
or if beyond compulsory school age, may be required to withdraw from the course.

### **Policy for addressing absences:**

In a regular 6 period course a student can accumulate at most 10 absences (unexcused and excused combined). If they obtain an 11<sup>th</sup> absence, a grade 9 student will lose their credit but will continue to audit the course for credit retrieval. On the 11<sup>th</sup> absence a grade 10, 11 or 12 student will lose the credit and be removed from the course.

In a time and a half - 9 period course, the same rules apply however the students are allowed 15 absences and lose credit on the 16<sup>th</sup> absence.

If the course goes all year long (i.e. EN10F, BI42S) they will be allowed 10 for each semester.

### **Step by step procedure for dealing with absences:**

**Step 1:** When a student accumulates 4 absences in a 6 period course or 5 absences in a 9 period course, a letter will be sent home to the parents informing them of the number of absences and for which course. (Keep in mind these are unexcused and excused combined.)

**Step 2:** When a student accumulates 6 absences in a 6 period class or 6 absences in a 9 period class, the teacher of the course in question will receive a request from the attendance secretary asking them to contact the parents informing them of the number of absences, for which course, and to review the attendance policy with the parent.

**Step 3:** As in step 1 a second letter will be sent home when the student reaches 8 absences in a course. At the same time there will be an administrative referral to have the administration talk to the student about their attendance concerns. The administration will contact the parent at this time as well.

**Step 4:** A final letter will be sent home indicating that the student has lost the credit when the student accumulates 11 absences in a regular course or 16 absences in a time and half course. The administration will meet with the student again at the time of withdrawal and contact parents.

**An appeal process may be made to the principal by a parent which may result in a student, parent, administration meeting and possible re-admission into the class.**

### **Late Arrival:**

All students who are late for class must obtain a late slip from the office and meet with an administrator before going to class. Students who are late for class a third time in a month will be required to stay for detention after school, at lunch hour or on a spare class. Detention times range from 15 minutes to one hour. Students who are more than 20 minutes late for class without a valid reason, will be marked absent for the class.