# John Taylor Collegiate
# Comprehensive Attendance Policy

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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- may have the course final examination privileges withdrawn
-  may be required to make up hours to complete the course curriculum
- may be withdraw from the course or required to repeat the course
- may remain in the course if the student has a current medical certificate and the course curriculum is being completed

**Policy for addressing absences:**

In a regular 6 period/cycle course a student can accumulate at most 10 absences (unexcused and excused combined). On the 11$^{th}$ absence a grade10, 11 or 12 student may lose the credit and be removed from the course.

If they obtain an 11$^{th}$ absence, a grade 9 student may lose their credit and replace the course with a resource of extra help class. If the course is a compulsory course the student will continue to audit the course but may have to take this course again.
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$^{th}$ 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. (these are unexcused and excused combined.)

*Step 2:* When a student accumulates 6 absences in a 6 period class or 8 absences in a 9 period class, the teacher of the course in question will receive a request from the office asking them to contact the parents informing them of the number of absences, the course and to review the attendance policy with the parent. At the same time there will be an administrative referral to have the administration talk to the student about their attendance concerns.

*Step 3:* As in step 1 a second letter will be sent home when the student reaches 9 absences in a course. The administration will contact the parent at this time as well.

*Step 4:* A final letter and phone call 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 make up time 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 marked absent for the class and remain in the office to work.

**Students Withdrawn from Classes**

In some cases students who are withdrawn from classes and have completed a large number of the outcomes may be able to complete the course the next semester in our Self Directed Learning Centre. This gives the student some control over their academic future and gives them additional hope of regaining their credit.

In other cases students who are withdrawn from a course are assigned to our resource centre to work on other classes to improve their marks in those courses. This is often an option instead of withdrawing students from a second course. They can stay in the course even if over the attendance limit if they commit to making up the missed outcomes and time in the resource centre.