

## ATTENDANCE AND PUNCTUALITY

### ATTENDANCE

You need to go to your classes in order to learn the material being explained, illustrated, or practiced. Nearly everyone is ill occasionally, and staying home at such times is important for your health. However, when a *pattern* of irregular attendance develops, it leads to a number of consequences. First and most important, your learning suffers. Second, your marks will decline, because you haven't been able to learn as much as you would if you had been present. If your absences continue and are un-excused, you may not be able to earn all of your course credits. In order to avoid all of these problems, and also because it is the school's responsibility to see to it that you do attend, Lo-Ellen Park has a carefully constructed attendance policy.

### ABSENCES

When you are unable to attend school for any reason and are absent from a class, part of the day, a full day, or longer, it is important that you bring a dated note from a parent/guardian indicating the reason for the absence. Please bring the note to the main office. Alternatively, your parent or guardian may call to confirm your absence. An electronic phone call goes home any time you are absent without reason.

### SIGNING IN AND SIGNING OUT

**You must report to the office to sign in and/or out if you are entering or leaving school at any irregular times.** If you intend to sign out during the day, present a note to the office before homeroom explaining when you will leave and where you will be. If you return to the school that day, sign back in at the office. If you forget a note or become ill during the day, go to the office to get permission to sign out. If you leave without permission you will be considered truant.

### TRUANCY (Absent without reason)

**A student who misses one or more classes without permission is considered truant.** Lo-Ellen Park staff members will discuss your situation with you to try and solve particular problems you may be having. If your attendance does not improve, you will be assigned detentions. If truancy continues the consequences may escalate up to and including suspension.

### PUNCTUALITY (Lates)

Getting to classes on time is every student's responsibility. When you arrive in homeroom on time, you hear all the announcements and the guidance information that is provided. When you arrive to your classes on time, you hear the entire lesson and don't fall behind. Students who are late disrupt classes, and miss class material. If you are late for home room, you will be directed by the teacher in charge to stand in the designated area where you will listen to announcements. **After five lates to home room, you will be assigned a lunch detention. A late between classes and after lunch is an automatic detention.** After five lates, a phone call home will alert your parents to your difficulties with punctuality.

### SUPERVISED STUDY PERIODS

Occasionally, your teacher may be absent from class. You may be assigned a supply teacher or a study hall. If assigned a study hall, you are to report to the cafeteria at the beginning of the period, have your attendance taken and receive your work assignment. You are to remain in the cafeteria to complete assigned work. Since classes are still going on elsewhere in the building, roaming around the hallways or going to your locker is **not** an option.

### DETENTIONS

Detentions are a part of the school's disciplinary package.

#### **Truant from class / behaviour / improper sign out / 15 or more minutes late:**

\* Each offence will result in a one (1) hour detention to be served in **Room 206 at 10:50 - 11:50**

\* Miss the first detention and the opportunity to serve is forwarded to the next day. Another missed detention will result in a one day sent home.

#### **Late for class (less than 15 minutes) ALL LATES ARE TO BE DIRECTED TO MAIN OFFICE**

\* Each offence will result in a half-hour ( $\frac{1}{2}$ ) detention to be served in **Room 206 at 11:20 - 11:50**

\* Miss the first detention and the opportunity to serve is forwarded to the next lunch period. Another missed detention will result in a one day sent home.