

# John F. Ross Attendance Policy

## **John F. Ross Statement on the value of regular attendance:**

We believe that there should be a well-publicized policy and procedures for the student's absences that will be diligently adhered to by students, parents, teachers and administrators. The focus and rationale for the procedures must be the creation of an optimal learning environment for the students. Students cannot learn effectively if chronic, irregular absences result in missed work, discussions, and learning experiences. Students can also not learn effectively when due to a previous absence and /or failure to do homework or assignments, a student continually interrupts a class while seeking clarification about such work.

## **Daily Attendance:**

When absent from class, a note or phone call (to the Ross Attendance line) from a parent is necessary. If no communication is received, teachers and/or a Vice Principal will follow up with a plan or with consequences. It is your responsibility to find out about missed work and assignments. You are still obligated to submit assignments that were gathered on the day of your absence. A Doctor's note may be requested for absences for all culminating activities, performances and final examinations/evaluations.

## **If Absent for a test or culminating activity:**

Contact the classroom teachers before 9 a.m. if you have a key task, test, or an assignment due. In addition please follow the daily attendance procedure noted above.

## **Signing In/Out of School:**

If you have an appointment you are encouraged to sign out at the Vice Principals' office at the beginning of the day. Should you forget please sign out at the time you are leaving for the appointment with a note/text/phone call from a parent unless you are 18. When you arrive/return from the appointment, go to the Vice Principals' office and sign in. A secretary will stamp your note to show the teachers. If there is no note, you will be given an admit slip. Carry this admit slip/note to the class (es) missed and leave it with either the teacher of the period missed or with the 4<sup>th</sup> period teacher, if multiple classes were missed. You may need to carry your note/admit slip until the next day.

## **Religious Holidays and Family Vacations:**

Please go to the Vice Principals' office and fill in the Temporary Withdrawal form a minimum of 2 weeks prior to leaving. Parents and students are asked to notify the school about vacations during the school term. Students are responsible for all due dates and assessments missed during absence and academic penalties may apply. Vacations during culminating activities and final examinations will have academic penalties. Avoid missing these important days. Religious Holidays are excused by the Ministry of Education. Please inform the office of dates of your faith's holidays well in advance of events.