

Attendance, Late Policies, Busing & Detentions

Studies show that the primary factor for educational success is consistent daily attendance.

Absences

Students are expected to attend all assigned classes. Skipped classes (invalid absences) are unacceptable.

There must be parent/guardian approval for all absences for students under the age of 18. Please call **519 896-2631** and press 2 for the attendance line to notify the school of the reason for any absence.

Calls can be made any time of day or night or, if more convenient, please e-mail our attendance desk at hhssattendance@wrdsb.on.ca. Please include the student's name in the subject line and in the area for the message add the date and reason for the absence.

Students who are 18 years of age may complete an *Adult Student Status* form. When the form is completed and returned to the school the student may provide their own information concerning absences.

Where possible, all medical and other appointments should be made outside of school hours. Students who need to be excused during the school day must sign out at the main office before 8:00 AM. A note or a phone call from a parent/guardian must accompany this request. If a student returns to school the same day after signing out, the student must sign in at the main office.

Extended Absences

Extended absences due to illness may require medical verification.

Temporary Withdrawal forms are available in the office if parents/guardians are withdrawing their son/daughter for five or more days. For parent approved absences up to and including fifteen consecutive days, the school is not responsible for providing alternative programming.

Consequences for Absences

If a student is absent from any assigned class, his/her parents will receive a phone call that evening from the automated phone system. Absences have an impact on student learning and achievement.

Unexplained absences may result in consequences including detentions, parent meetings, and referral to the attendance counsellor, suspensions, and removal from class or school if the student is 18 years of age or older.

Work Missed Due to an Absence

It is the student's responsibility to complete work missed during an absence.

Students should have their parents/guardians contact the office to arrange for work to be sent home in the case of an extended illness (more than three days).

Punctuality

Punctuality is critical to school success. When late for class, students miss important information which affects performance in that class. Also, being late seriously disrupts the learning environment for other students. If a student arrives after the bell signaling the beginning of class, her/she will be marked late.

Consequences for Lates

Teachers will assign consequences for lates. These could include warnings; phone calls home; or made up time.

If a student's punctuality continues to be a concern, the teacher will inform the appropriate vice-principal. The vice-principal will meet with the student to discuss the situation and work with the student, teacher, and parent to remedy the situation. Consequences may include a warning, a letter to parents, early morning sign-in, detentions, in-school suspension, or in extreme cases, an out of school suspension.

School Closing

Huron Heights Secondary School will remain open all day, unless it is closed by an announcement from the director of education or designate. The school may be announced as closed in the morning before students arrive because of severe weather conditions. The school will remain open if there is a cancellation of buses. School or bus cancellations will be announced through the local media.

Once the school is open, every effort will be made to send students home at their normal dismissal times. If there is extreme weather deterioration, a decision may be made to send bus students home early. Parents have the option of keeping their students at home or picking them up before the regular dismissal time when concerned about the weather conditions.

If the school is unexpectedly closed during the school day (severe weather or plant breakdown), it is the specific responsibility of parents to arrange alternative accommodation for their child if the latter cannot go home. All off-campus trips will be cancelled when buses for day school students are not operating due to severe weather conditions, unless a superintendent provides approval, after consultation with the board's planning and transportation department.

Bus Cancellations

Only students who are provided WRDSB bus transportation are excused from attendance when buses are cancelled. Regular classes and meaningful lessons will continue and all 'non-bused' students are expected to be in attendance. Absent students are expected to make up the work that they miss during weather-related bus cancellations.

Bus Conduct

Students are expected to behave like responsible adults. The bus driver is in charge of the vehicle and passengers must obey the driver's instructions without question. Noisy or rowdy behaviour of any description is forbidden. Buses will pick up and discharge passengers only at their assigned pick up and drop off locations. Students must **only** ride their bus. No switching or riding other buses without approval from the vice-principal is allowed.

Detentions

Detentions will be served in the Detention Room from 11:25 am to 11:55 am.

Students arriving late to detention will not be admitted and are required to report immediately to the office. Failure to serve detentions will result in more serious consequences.

Food, beverages, personal listening devices, socializing and napping will **not** be permitted in the detention room. Detention time is for reading, homework and/or silent reflection.

Spares

A student who has a scheduled spare period may be in the cafetorium, library, front foyer, the cafetorium patio or a pre-arranged quiet study location. Students are not to loiter in the entranceways, stairwells, or the hallways. Students on spare may be asked to produce their timetable while on spare.