



Bracebridge and Muskoka Lakes Secondary School
Attendance and Hallway Policy and Procedures
2017-2018

We are proud of our school community's reputation for creating a safe, caring, and respectful learning environment.
This document was developed and revised through input from students, teachers, department heads, support staff, board staff, and administration.

It was developed in accordance with TLDSB School Operations Policy OP-6021, the Ontario Education Act, and the MOE PPM 128.

PART 1 - STUDENTS

I demonstrate respect and responsibility. I come to school regularly, on time, and ready to learn.

- a) **ON TIME:** *I understand that "on time" means that I am in class, ready to learn, before the starting bell.*
- b) **ON TIME ACCOUNTABILITY:** Not on time without a valid reason results in progressive discipline strategies as listed in order below:
- My teacher monitors and supports.
 - My teacher communicates with my parent or guardian.
 - My teacher refers me to my vice-principal.
- c) **ATTENDANCE:** When I am absent, I have a parent or guardian contact the Attendance Office before 8:30am on the day that I am away (645-9599). If I am 18, I can contact the Attendance Office myself.
- d) **HALLWAYS DURING CLASS TIME:** I understand that...
- School hallways (including Main Street) are kept clear during class time.
 - My teacher may allow one student at a time to be in the halls (i.e. for washroom break, etc.) after the first 15 minutes of class.
 - When taking classes in the gym or fitness room, I return to the gym after changing at the end of class to wait for the bell.
- e) **CAVE SUPPORT:** I report first to my regular classroom for permission and instructions, prior to going to the Cave (Student Success).
- f) **EXTRA-CURRICULARS ON A DAY WHEN ABSENT FROM CLASS WITHOUT A VALID REASON:** When absent from class, without permission or a valid reason on the day of an event, I may be prohibited from participating in school events.
- g) **VACATIONS / FAMILY EVENTS:**
- I understand BMLSS advises families to make every effort to avoid planning vacations that conflict with school time.
 - I contact my vice-principal two weeks prior to departure to determine what arrangements may be possible.
 - I understand that it is my responsibility to get caught up on any work that is missed.
- h) **EXAMS:** I understand that in order to be excused for an exam due to illness that medical documentation is required.

PART 2 - TEACHERS


We believe in helping students to work to their full potential. We strive to maintain consistent standards of behaviour for all students.

- a) **BEFORE CLASS:**
- We are ready for students 10 minutes before the start of first period, and 5 minutes before the start of other periods.
 - We welcome students at our doors, while encouraging/reminding other students still in the hall, to move quickly and quietly.
- b) **DURING CLASS:**
- We communicate with the office...
 - i. When students are late or absent through accurate, timely recording in PS (where possible, by end of each period).
 - ii. When changing room locations for the period.
 - iii. When directing a student to the office for support with behaviour (please do not send students away unsupervised).
 - We supervise all of our students during activities outside of the classroom, including whole class "breaks" or walks.
 - We do not dismiss students prior to the bell at the end of the period.
- c) **FIELD TRIPS / SPORTS:**
- We communicate a list of students to the BML Conference (CC the office) not later than two days prior to departure date of a trip (or our first away game). We understand this allows office staff to provide a list of emergency contact and health numbers.
 - We take final attendance and submit to the office prior to departure.

PART 3 - ADMINISTRATION

We believe a safe, caring and respectful working and learning environment is essential for all members of our school community to reach their full potential.

- a) **ACCOUNTABILITY:** We are committed to understanding the root causes of unacceptable behaviours. We fulfill our duties to hold students accountable for their decisions through progressive discipline.
- b) **PRIORTIZING:** We regularly monitor and support those with a consistent pattern of infractions. We are guided by the standards of respect and responsibility, as they relate to truancy *and* lateness.



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- c) **MAINTAIN VISIBILITY:** We support teacher efforts to maintain student accountability for lateness and truancy by maintaining consistent and timely presence in the halls and around our school.

- d) **SUPPORT:** We understand and trust that prior to a staff member referring a student to us, that they have already made every effort to support this student at the classroom and home levels.