

TO REPORT STUDENT ATTENDANCE: CALL 604.581.5500

➔ Late to School



Students who have been excused by a parent/guardian for being late must sign in at the office upon arrival and will be provided with an excused late slip

before proceeding to class. Students who arrive late to school without a prior phone call from a parent/guardian must also sign in at the office and will be provided with an unexcused late slip. Johnston Heights appreciates a phone call prior to the start of the day advising when a student will be late for any part of the day.

➔ Extended Absences



If a student is going to be absent from school for a period longer than five school days, parents are requested to complete an [Extended Absence Form](#). This form is available from

the main office and must be returned for review before leaving, which includes collecting signatures from all current teachers, as well as a parent/guardian. Students are responsible for all missed assignments, activities and tests during their absence; however, it is not required that teachers provide work for students on vacation. Students missing 25 consecutive school days face the risk of being withdrawn from school.

➔ Illness & Dismissal



In order to dismiss a student before the end of the school day, the school office must have received verbal parental permission in the form of a phone call or phone message. Office

staff will not dismiss any student without verbal permission from a parent/guardian. In the case of illness or injury, students must report to the office. The office staff will contact a parent or guardian in cases where a student should be sent home. The school is not permitted to provide any form of medication to students. All medical alert information must be reported to the office at the time of registration each year. This includes, but is not limited to allergies, asthma, diabetes, epilepsy/seizures and potentially life threatening medical conditions.



ATTENDANCE POLICY & REPORTING PROCEDURES

From JH Handbook 2023-24

Regular school attendance is a major factor contributing to student success in school. A student's absenteeism is considered excessive when it causes the student's performance to fall below a satisfactory level. It is always the responsibility of the student to complete any class work missed. Parents, students and staff will work together to encourage regular student attendance in order to ensure student success.

Truancy is an absence from class or school without a valid reason and is often referred to as "skipping." If a student is found to be truant, or "skipping class" or "skipping school", an email and phone notification will be sent home and the student may be required to make up the time missed. Excessive truancy can result in a student being referred to the Vice Principal. In extreme cases, a student may be withdrawn from school. Johnston Heights appreciates a phone call prior to the start of the day advising when a student will be absent for the day.

Each student's parent or caregiver contact information is listed in our records on MyEdBC. Only phone calls from those listed as contacts in our system will be permitted to excuse a student for any reason. Should you wish to add or change the contact information for your student, please send us a detailed email or obtain a contact information change form from the school office. Emails can be sent to johnstonheights@surreyschools.ca