

JOHNSTON HEIGHTS SECONDARY



Attendance Policy & Reporting Procedures

Reporting an Absence or Late Arrival

Attendance Line: 604-581-5500

Please call the school before the start of the day if your child will be absent or late. Only parents/caregivers listed in MyEd BC may excuse a student's absence or lateness.

Arriving at School

The school building is open beginning at **7:00 a.m.**

Families who wish to drop students off earlier to avoid traffic or reduce the chance of arriving late may do so.

Students should be **inside the building and on their way to class when the warning bell rings:**

- **8:20 a.m.** (Monday, Tuesday, Thursday & Friday)
- **9:10 a.m.** (Wednesday)

Students arriving late must sign in at the office.

Attendance Matters

Regular attendance is one of the most important factors in student success. Students are expected to attend classes regularly, arrive on time, and complete any work missed due to an absence.

Unexcused absences (truancy or "skipping") may result in:

- Phone and email notification home
- Referral to a Vice Principal
- Possible withdrawal from school in extreme cases

Monitoring Attendance in MyEd BC

Parents and caregivers are encouraged to regularly review attendance records in MyEd BC.

The school's automated attendance system will place a courtesy call when a student has been marked absent or late.

Attendance codes:

- **A = Absent**
- **L = Late**

Checking MyEd BC regularly helps ensure attendance records are accurate and allows families to address concerns promptly.

Extended Absences

For absences of **more than 10 school days**, an **Extended Absence Form** must be completed and submitted to the office.

Please note:

- Students are responsible for all missed assignments, tests, and coursework.
- Teachers are not required to provide work in advance for vacations.
- Students absent for **25 consecutive school days** may be withdrawn from school.

Illness & Early Dismissal

If a student becomes ill during the school day, they should report to the office. Parents/caregivers will be contacted if the student needs to go home.

Students may only leave school early with permission from a parent/caregiver. Office staff cannot dismiss a student without parent/guardian authorization.

Please ensure the school is aware of any medical conditions, allergies, or other medical alerts.

Working together, we can support strong attendance, punctuality, and student success.