

## Roll-call Policy

In order to improve the proper and effective used of time by students within the IB section during school hours, as well as facilitate the goals of the *Late, Absent and Missed Hours Policy*, an electronic roll-call system is in force. The guidelines of this system are as follows:

1. Roll call will be taken in the IB Lecture Theater every morning and afternoon between 7:45:00 – 8:04:59am and 1:45:00 – 1:59:59pm respectively.
2. Students will need to swipe their student ID cards into one of several stations within the time boundaries stated above.
3. The system will automatically shut off at 8:04:59am and 1:59:59pm and any student who arrives after that time will need to swipe their cards at the General Office and complete a late slip that states the reason for their lateness. The late slip must then be handed in to the IB Admin Office during the same day.
4. Students who swipe their cards after the time boundaries in the General Office will be considered “late”.
5. Students who do not swipe their cards in at all during any given session (morning or afternoon) will be considered “absent”.
6. “Late” and “absent” students will be subject to the rules and consequences outlined in the *“Late, Absent and Missed Hours Policy”*.
7. Students who do not have their student ID cards must fill in a form with an explanation of the reason and have it signed by either the Discipline Master or the IB Coordinator. Those students will be expected to produce their ID cards at the next roll-call. Students who do not produce ID cards at roll-call for 3 consecutive days will be subject to disciplinary action.
8. Students may only swipe **their** cards. As this is a serious offence, any student who is found swiping another student’s card, as well as the other student(s), will face severe disciplinary action.
9. After roll-call, students are expected to arrive inside the School Hall by 8:10am for Morning Assembly. You may leave your school bags in the IB Lecture Hall during Assembly.
10. On special days (exams, school activity days, etc.,) when roll-call times may change, students will be notified of any special arrangement through Managebac.

In addition to morning and afternoon roll-call, attendance in each lesson will be recorded by the subject teachers. The class attendance record will be part of the Report Card as outlined in the *Late, Absent and Missed Hours Policy*.

Absolutely no exceptions to this policy will be entertained. Any disputes will be handled by the Discipline Master and IB Coordinator, whose decisions will be final.