**ABSENCE FROM CLASS**

It is the student's responsibility to be present for all classes, especially when tests, seminars, group work and/or major assignments are scheduled. If a student knows in advance that he/she will miss a class, arrangements must be made **ahead of time** for any work missed. This includes field trips, athletics, medical appointments, etc. Failure to make prior arrangements may result in a mark of zero. Skipping class when a test or assignment is scheduled may result in a mark of zero. Students over 18 may not “excuse themselves” from the consequences of missed work without a documented reason for absence.

**PROLONGED ABSENCE**

Any prolonged absence (travel plans) must be discussed **in advance** with the Vice-Principal, and a **Prolonged Absence Form** must be taken to all teachers for signatures prior to leaving. Teachers are not required to provide work. Students are responsible for missed work. Absences greater than 15 consecutive days may result in being demitted from school.

Long-term illness should be reported to the appropriate Vice-Principal by the parent/guardian when it becomes apparent that the student may be away for some time. Medical certificates must cover dates of absence. Please see page 27.

**LATE TO CLASS**

Students are expected to be in class on time. The subject teacher may call home from time to time to inform parents/guardians when their child has been late to class several times and to solicit their help in encouraging punctuality. Teachers may assign penalties for lateness. Students who demonstrate chronic lateness will be referred to the Vice Principal. Chronic lateness may result in disciplinary action.

**EXCESSIVE ABSENCES**

The school computer will phone home regularly regarding daily absences. Students or parents who believe that an error in reporting absences has been made should contact the Attendance Secretary at the telephone number listed on page 20. Students and their parent/guardian are responsible for monitoring their own and/or their child’s attendance and punctuality. Chronic absence will severely affect a student’s progress, and may result in disciplinary action.

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