

ATTENDANCE

Absent for a Full Day

- Parent calls school before 9am to report absence. (416-396-8220 press 1)
- Students must provide a note to the Main Office if parent did not report absence.
- All students must report to the Main Office upon return to be issued an "Absence Reported" slip to show all teachers.
- Students are responsible for all work missed.

Absent for a Partial Day

- Before leaving the school during the day, students must sign out in the Main Office only under the following conditions:
 - ❖ a note from parent
 - ❖ a call from parent
 - ❖ permission of the Administration
- If student returns during the school day, a note must be provided and they must sign in at the Main Office and present their sign out slip.
- Students who go home for lunch and do not return must inform the school by:
 - ❖ a call from parent
 - ❖ a note upon their return
- Students who are 18 years old and older with a valid reason may sign out with their own notes.

Late to Class

- The student needs to sign in at the main office to obtain a late slip.
- Teachers will counsel the student on lates and contact parent/guardian
- On the sixth late, the student will be referred to the Vice-Principal further consequences may apply.
- Persistent lates or unexplained absences may compromise the student's ability to earn a credit.

Unexplained Absences

- Unexplained absences (skips, no notes from parents) are considered a serious infraction of school rules.
- Unexplained absences may result in detentions. After 15 consecutive days the student will be demitted from school.

Opening Exercises

- Opening exercises will start promptly at 9:00 am with the playing of "O' Canada".
- All students are expected to be in their classes prior to the Anthem.
- All students within the school must stand and remain silent for the Anthem.

Punctuality

- Students who arrive late for class cause an unnecessary disruption to their teachers and classmates.
- A late student often misses important information and instructions given at the beginning of the class.
- Students are expected to show courtesy to others and concern for other students by being on time for all classes.
- "Slept In" is considered a late or a skip and consequences will be applied.

Note: Students who are absent from school to observe a religious holiday must present a note from a parent/guardian at least 5 days before the absence. The absence will be recorded as a "G-day" and does not count as an absence. Students must inform their teachers in advance if they will be absent from class.

EXCURSIONS

- Excursions are regarded as an extension of the school program and as such, all students must conduct themselves in a manner consistent with the School Standards of Behaviour.
- Students must have signed permission from a parent/guardian via the Excursion Management Application
- School-sponsored excursions are encouraged but students are responsible for all work missed.

Arrangements for missed work or evaluations are to be made with the teacher prior to the excursion.