



ATTENDANCE GUIDELINES FOR PARENTS

ATTENDANCE: 905-427-6667 EXT. 1

Please call the Attendance Office before 8:30 a.m. to report a student absence or late arrival. If no call has been received, the Attendance Secretary will make every attempt to call your place of employment or home to inquire. All calls must be made by parent or legal guardian only. Students, older brothers/sisters, aunts/uncles are not permitted to call unless parental/guardian permission has been granted and the information is on our system.

ABSENT FOR THE DAY:

Please report the following information:

- Student's Name
- Reason for absence
- Length of absence (full day, 2 days etc)
- Your relationship to the student

LATE TO SCHOOL: (Sign-in at Main Office Required by Student)

All lates must be excused by parents/guardian. You may either send a note with your son/daughter or leave a message on the Attendance Line regarding the expected time of arrival. If a note or a call is not received, detentions/community service may be assigned commencing on the 3rd unexcused late. **On the 7th unexcused late, a suspension may be issued, and the student will be sent home.**

Please report:

- Student's Name
- Reason for lateness & approximate time of arrival
- Your relationship to the student

Upon arrival, the student must report to the office to sign-in otherwise they are marked absent for the day and a call will be made to the parent/guardian.

LEAVING SCHOOL EARLY (Students must "sign-out" in the Main Office PRIOR to leaving)

Occasionally a student may need to leave school early for an appointment such as dentist, doctor etc., **Please send your son/daughter to school with a note granting your permission for their early release with the specified time. This note must be given to the Attendance Secretary before school begins** who will provide the student with an official "Sign-Out Slip". These slips are then given to the teacher at the start of the class that will be impacted. Students who do not sign out are considered truant or skipping school and a detention may be assigned.

ILL DURING SCHOOL DAY: (student must report to office to sign-out)

If a student becomes ill during the school day, and wishes to leave school early, they are required to advise their teacher and **report immediately to the office.** The student will be asked by the Attendance Secretary to call their parents/guardian to obtain permission permitting them to leave. The Attendance Secretary will speak directly to the parent/guardian to ensure permission is granted. Upon obtaining permission, the Attendance Secretary will sign the student out accordingly. If no contact can be made, the student will be kept at school until the end of the regular school day.

PHONE MESSAGES TO STUDENTS:

Please ensure that your child is aware of any appointments or personal arrangements prior to their departure to school. It is the school policy to keep classroom interruptions to a minimum during school instruction time.

