

ATTENDANCE PROCEDURES AND EXPECTATIONS

Attendance Rules Governed by the Education Act (S. 21)

At St. Michael C.S.S. we believe the attendance of the student in every class to be extremely important to the learning process. Under the Education Act (S. 21), students are **only** permitted to be away from school if:

- the student is ill or there is another reasonable, unavoidable cause;
- the student is absent for the purpose of receiving music instruction, provided it does not exceed more than one half day in any week;
- the student is suspended, expelled or excluded from attendance at school under any Act or regulations; or
- the student is absent for another reason as authorized by the Act or the regulations (ex. team, club involvement).

It is the duty of students to attend all classes unless absent for one of the reasons specified above. It should be noted that under Bill 52, students are required to attend school until the age of 18 or the attainment of an OSSD.

If a student is unable to attend class for one of the reasons mentioned above, it is the **duty of the parent / guardian** to inform the school of their absence.

Whenever possible, notice of absence should be received before the absence in one of the following ways:

1. Telephone the school on the morning of the absence to explain the reason **(519) 271- 0890 Press 1 for Attendance then press 1 to leave a message)**. *Voicemail is available 24 hours a day, 7 days a week.*
2. If a phone call is not made, it is the **duty** of the parent (or guardian) to provide the student with a note explaining the absence on the first day (or class) the student returns.

Failure to provide a phone call or note will result in a detention for the student

For students 18 years old (Adult Student Agreement Form)

When students reach the age of 18 they have access to the **responsibilities and rights** of an adult. Should the student wish, St. Michael will only communicate with the student in matters of academic progress, attendance and discipline. The school requires that the student complete an **Adult Agreement Form** to indicate the student's desired lines of communication. If this form is not completed, it shall be understood that the student has no objection to the continued partnership consisting of student, parent and school. It should be stressed that even when a student reaches the age of 18, he/she is still a student of St. Michael C.S.S. and is subject to all the rules and regulations of the school. It is the students responsibility to inform their teachers of the decision made. As a matter of courtesy the student is encouraged to inform their parents of the decision.

Under the Freedom of Information Act, 18 year olds have the right to sign in and out on their own **for the same reasons listed above** (S. 21). Eighteen year olds will be directly accountable to administration for their absences. **Medical, dental, etc., appointment cards will be required as proof of absence.**

•Being Late to School or Class

A student shall attend class **punctually and regularly** (Reg. 298, S. 23(d))

The teacher will initially address a student's late arrival to class and will administer appropriate consequences. **Chronic lates** will be reported to administration and appropriate consequences will be levied.

Student Sign Ins and Outs

Adherence to the sign-in and sign-out processes is necessary to ensure student safety. For students who must leave during the school day, a parental note or phone-call must be received prior to the student leaving. Failure to sign out properly will result in an automatic detention. Signed-out students are required to leave the school property.

•Religious Studies/Catholic Faith and Traditions

St. Michael Catholic Secondary School was established to assist parents, the local church, the Bishop and Priests with the passing on of the faith and Catholic traditions. The choice to attend St. Michael includes the obligation to take Religious Studies from grades nine through twelve.

Attendance and participation in various aspects of the school's religious dimension: community masses, class masses, paraliturgies, reconciliation, religion classes and retreats is also compulsory. The school is faithful to the church calendar and celebrates in a community way those special events of the Liturgical year.

Students unwilling to demonstrate a full commitment to all Catholic obligations of our school community throughout their years at St. Michael, may forfeit the opportunity to attend special school functions. These may include, but are not limited to, the prom and the graduation ceremony.