

## STUDENT ATTENDANCE POLICY

Regular attendance at school is an important part of student success. Educational research consistently shows that a student's academic success is closely related to good attendance and regular participation in the life of the school.

Approved absences due to school activities (retreats, field trips, athletics) are included in the attendance totals. **VACATIONS:** Although trips and vacations may provide diverse learning experiences, the school does not support travel or vacations during class time. The content covered in each course is important and requires daily attendance. While parents may choose to travel during the school year, the time missed from class is recorded as an absence and counted in the total absence record for the semester. A significant number of absences may place a student's mark and credit in jeopardy due to the loss of instructional time. Also, assessment and evaluation become problematic. Prior to the trip, the parent/guardian must notify the School Administration and Attendance Office with specific dates of departure and return and the student must consult with his/her teachers and make notes on what will be covered in each course. **Prior to the trip**, every attempt should be made to complete and submit assignments that are due while he/she is away. Students are responsible for all missed work.

The school Attendance Line will make daily automated calls home regarding unexplained absences and parents/guardians are asked to call the Attendance Secretary to discuss the matter.

Parents may access their son's/daughter's attendance on the school website by using the Student Information System (**SIS**). The SIS will also enable parents to check on student term marks and timetables.

### STUDENT ABSENCES

A phone call (or a note) from a parent/guardian to explain the reason for the absences is required for all absences. Voicemail is available for your convenience. If a phone message is not received (for full day absences only), we require a written communication from a parent/guardian on the day the student returns to school by 8:05 a.m. ***All absences from school must be justified by parents or guardians, at the time of the absence, not after the fact, or the absence will be treated as a truancy.***

Students who are 18 years of age and older must complete the **NOTE SIGNING PERMISSION FORM (S18)** and meet with their Vice-Principal in order to sign their own notes. Students will then be allowed to sign themselves into or out of school.

### SIGN OUTS

If a student must leave school before the end of the day, they are required to **sign out** at the Attendance Office. Students under 18 years of age will require the permission of their parent(s)/guardian(s) in order to sign out. Students are to submit notes for early dismissal to the Attendance Office **prior to 8:10 a.m. on the day of the appointment**. Telephone calls/notes may **NOT** be accepted after the absence occurs.

If a student becomes ill while at school he/she must report to the Attendance Office and phone his/her parents to sign out. Students must not leave the school premises without reporting to the Attendance Office first.

Students who miss class without an acceptable reason from their parent/guardian will be recorded as truant.

If your son/daughter is absent, please use one of the following methods:

call 1-844-445-4505;  
going on line: [go.schoolmessenger.ca](http://go.schoolmessenger.ca) OR  
downloading: school messenger APP

All students will be required to write examinations as scheduled. Please plan vacations according to the **\*\*examination schedules\*\*** for both semesters.

### LATES

If students are not in their period 1 class at the start of Morning Prayer, they are late and should:

- report directly to their period 1 class if they are less than 20 minutes late;
- report to the Attendance Office if they are more than 20 minutes late – the student may NOT be admitted to class unless the late is "parent approved";
- at the 5<sup>th</sup> late in a particular class, the student will be sent to the Office where the Vice-Principal will assign a detention. With teacher permission, the student may be sent back to class.
- with each subsequent late, there will be a progressive escalation of consequences determined by the Vice-Principal. The Vice-Principal will contact the parents.
- excessive lateness may lead to a suspension.

## UNIFORM AND DRESS CODE

The school uniform is intended to develop a sense of pride and self-discipline and unites us as a Catholic Learning Community. In deciding to attend Corpus Christi Catholic Secondary School, students and parents make a commitment to comply with and support the school uniform policy.

**\*ALL UNIFORM ITEMS ARE TO BE PURCHASED FROM  
ISW Uniforms (905-331-9990) (No substitutions allowed)  
(Except socks/shoes/t-shirts/turtlenecks)**

### GIRLS' UNIFORM

School Kilt OR ISW's black dress pants, black Capri pants or black walking shorts. Kilts must not be altered in any way. Shorts must not be rolled/cuffed.

White oxford button down shirt or tailored white shirt or white or black golf shirt (all embroidered)

Solid black or solid grey cotton tights with kilt; socks must be worn with all other items (no nylons)

**PREDOMINANTLY BLACK dress shoes or running shoes. No boots, slippers or sandals. Shoes must have a closed toe and closed heel.**

School sweater, vest, pullover or cardigan (over school shirt)

Optional solid plain white t-shirt or white turtleneck (under school shirt only - no writing or logos) worn with shirt or sweater

### BOY'S UNIFORM

- White oxford button down shirt or tailored white or white or black golf shirt (all embroidered)
- ISW's black dress pants or black walking shorts
- Socks must be worn at all times
- **PREDOMINANTLY BLACK dress shoes or running shoes. No boots, slippers or sandals. Shoes must have a closed toe and closed heel**
- School sweater, vest, pullover or cardigan (over school shirt)
- Optional solid plain white t-shirt or white turtleneck (under school shirt only - no writing or logos) worn with shirt or sweater

**PLEASE NOTE** students must be in complete uniform, worn properly and modestly from 8:10 a.m. - 2:20 p.m. including lunch periods **in all areas** of the school.

- All clothing items must be the original style and condition. Ripped, torn or un-hemmed items are not permitted. Pants, capris and shorts are not to be altered, tapered, rolled, tucked into socks, etc.
- Jackets/coats and non-uniform shoes are to be removed upon entering the building and arriving at the student's locker. Jackets/coats are not to be worn inside the school. They are to be left in your locker.
- Hats are to be removed upon entering the school and are **NEVER** worn in the school, including after school hours, civvies days and exam days. Hats may be confiscated if worn in the building.
- Bandanas, scarves and similar headwear are not permitted.
- Pyjamas or pyjama-like clothing are not permitted (including on civvies days).
- The waist of the dress pants is to be worn at the student's waist.
- Accessories (scarves, studded jewellery, bandanas, heavy chains, etc.) are not to be worn in the school at any time.

The Administration reserves the right to decide on appropriate attire.

- School spirit wear is **NOT** to be worn in place of the proper uniform items.
- Physical Education uniforms must be purchased through the Phys. Ed Department and should provide for comfortable, modest and safe movement during activities.  
**Only students who are in complete uniform will be admitted to class.**

**"Out of Uniform = Out of Class"**

### DRESS CODE GUIDELINES FOR NON-UNIFORM DAYS & EVENTS

Clothing with inappropriate logos, sayings, pictures or graphics of any kind is not acceptable at school

- Tank tops, halter tops, crop/midriff tops, cut-off shorts and torn jeans are not to be worn at school; no bare midriffs, bare shoulders or spaghetti straps.
- Short skirts, low rise jeans or pyjamas (or pyjama-like clothing) and slippers are **NOT** allowed; no chains, studded collars or studded wristbands are acceptable.
- No hats are to be worn inside the building at any time.
- Students may not wear coloured scarves or handkerchiefs.
- Shorts should cover to mid-thigh when seated.

The Administration reserves the right to decide on appropriate attire.