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# ARTICLE 3 - ATTENDANCE POLICIES

## 1. Attendance Requirement and Expectations

### Statement of Intent

In order for students to achieve personal and academic success, CIC is committed to ensuring that all students meet and exceed all scholastic requirements, which requires students to be **present, ready, willing, and able** to actively participate and engage in his or her curriculum, as set out by CIC. Attendance is compulsory for all classes, field trips and all course-related activities.

### 1. Policy

All students are required to:

- Attend all classes punctually. In the event that a student has cause to arrive late for a scheduled class, the student shall enter the class quietly and respectfully without disturbing other students and provide the teacher with a reason for his or her tardiness, shortly thereafter;
- Actively participate in class and engage with the course material, teacher and peers as required;
- Complete all assigned work and academic assignments in a diligent manner and in compliance with the Academic Assignment Policy set out herein;
- Students will take responsibility for their own time management and study habits;
- Students have an affirmative duty to meet with all of his or her teachers immediately upon the student's return to classes, to ensure that the student is up to date with the latest course materials and not in violation of the Academic Policies, set out herein.

Attendance Honours will be awarded to each student who has attended each class without any absences.

### Consequences for Breach of Policy

Continuous extended absences from school for a period of ten (10) or more days or over forty (40) class periods without documentation acceptable to the Principal or Designate may result in termination of student status from CIC with notification provided to the appropriate government agency, which may be detrimental to the student's study permit. If a decision has been made to terminate the status of a student (as set out above), he or she must vacate CIC's residence/homestay, if applicable, within three (3) days or as soon as possible if the circumstances warrant. Students being counselled for absences will be provided with a form that outlines progressive levels of discipline and consequences for multiple absences.

Any student found in breach of this provision may be directed to the Principal or Designate who shall determine the appropriate consequence, which may include the disciplinary measures as set out in Article 16 herein.

Students who accumulate 40 absent periods may be required to attend an expulsion hearing.

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## **2. Policy**

Students are **encouraged** to arrange medical or dental appointments at such times when a student is not scheduled to be in class or at some other course-related activity.

Students shall **not** schedule any non-medical, non-emergency appointments (e.g. banking, hairstyling) at such times when a student is scheduled to be in class or at some other course-related activity.

Parents/Guardians are not permitted to authorize student absences.

The following constitutes the only Authorized Absences recognized by CIC:

- an illness documented by a certificate or note from a physician (medical staff), school nurse, final decision to authorize an absence rests with Principal or Vice Principal;
- documentation or evidence that the student attended a medical or dental appointment, final decision to authorize an absence rests with Principal or Vice Principal;
- documentation or evidence that the student attended to a visa/passport related issue at his or her respective embassy or consulate, final decision to authorize an absence rests with Principal or Vice Principal;
- documentation or evidence of an appointment, such as an interview, audition or placement test required as part of the application with a university or college admissions office, final decision to authorize an absence rests with Principal or Vice Principal;
- documentation or evidence of attending an English language proficiency test (e.g. CAEL, IELTS, MELAB, TOEFL), final decision to authorize an absence rests with Principal or Vice Principal;
- to attend to any personal matter, which CIC in its sole discretion would consider reasonable, final decision to authorize an absence rests with Principal or Vice Principal.

**All other absences are considered unauthorized absences.**

### **Consequences for Breach of Policy**

Any student found in breach of this provision may be directed to the Principal or Designate who shall determine the appropriate consequence, which may include the disciplinary measures as set out in Article 16 herein.

## **3. Policy**

Any student residing at CIC residence/homestay, with an Authorized Absence due to an illness shall, barring any reasonable circumstances, remain in residence/homestay.

### **Consequences for Breach of Policy**

If the student is found to have left residence/homestay for any reason other than to attend medical appointments, acquire medical supplies etc., or other reasonable grounds, the authorization for the absence may be revoked and the student may be directed to the Principal or Designate for the appropriate consequence, which may include the disciplinary measures as set out in Article 16 herein.

## **4. Policy**

Students are required to attend all classes punctually. In the event that a student has cause to arrive late for a scheduled class, the student shall enter the class quietly and respectfully without disturbing other students and provide the teacher with a reason for his or her tardiness, shortly thereafter. Students will be marked “tardy” if they are more than 20 minutes late for a scheduled class and considered absent for attendance purposes.

Students are required to attend homeroom/period 1 no later than the commencement time of 8:45 a.m. (EST) during Fall/Winter semester or at such time as designated by the Principal. Students are required to attend JMS homeroom/period 1 by no later than the commencement time of 8:30 a.m. (EST), or at such times designated by the Principal. Students are

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required to attend Summer School homeroom/period 1 by no later than the commencement time of 8:30a.m., (EST) or at such times designated by the Principal.

**Consequences for Breach of Policy**

Any student arriving late to class, may accumulate time towards a student's absences for a semester and student may be directed to the Principal or Designate for the appropriate consequence, which may include the disciplinary measures as set out in Article 16 herein.

**5. Policy**

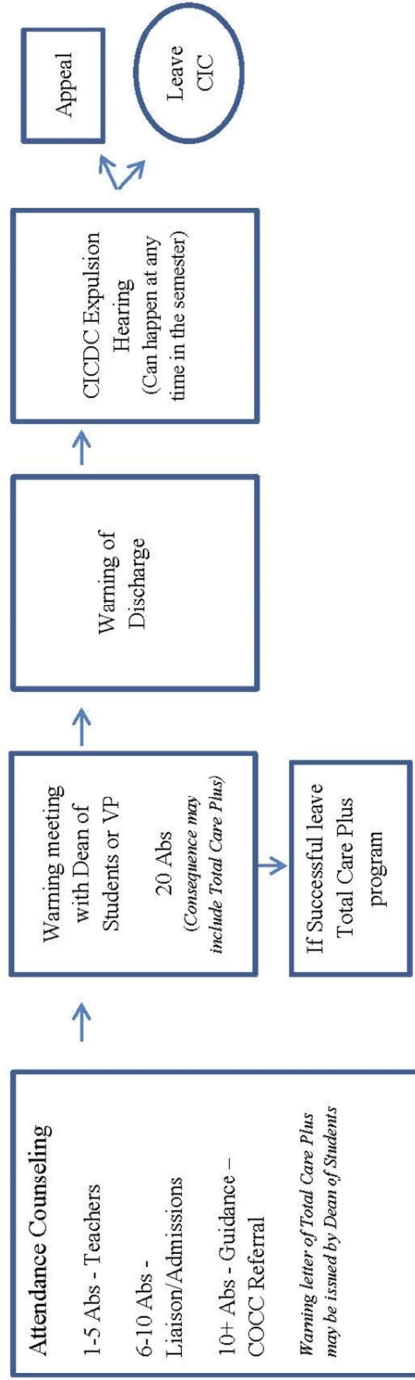
Students have a duty to notify the Principal as well as their Admissions/Liaison officers, for any extended, consecutive absences, which are not related to any medical reason or school activity. The Principal, in his or her sole discretion, has the authority to permit such consecutive absences and consent may be arbitrarily withheld. As a condition for permitting the consecutive absences, the Principal may require the student to meet with all of his or her teachers, to create a plan to ensure that the student is up to date with the course material, assignments and tests upon the student's return.

**Consequences for Breach of Policy**

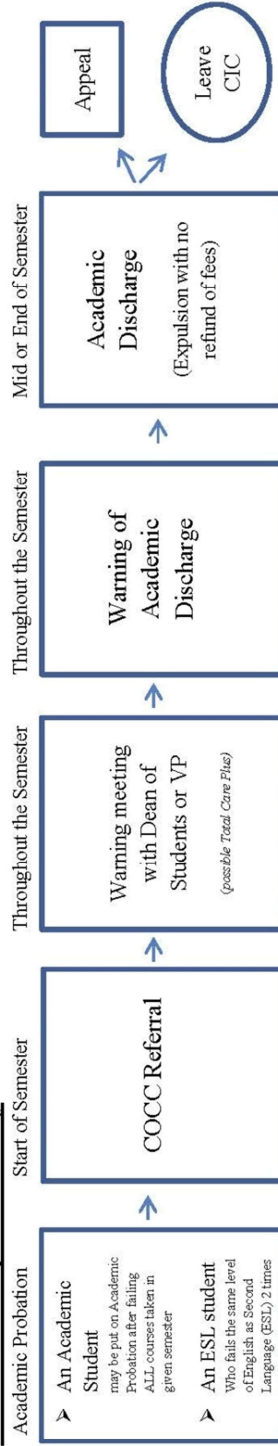
Any student failing to obtain consent for any extended, consecutive absences, may be directed to the Principal or Designate for the appropriate consequence, which may include the disciplinary measures as set out in Article 16 herein.

## Progressive Disciplinary System

### 1. Attendance Discipline Pathway (Unauthorized Absences)



### 2. Academic Discipline Pathway



Student's Name and ID

Date

Student Signature confirming receipt of copy