

Attendance Procedures

Regular attendance by students in all of their classes enhances their performance and contributes substantially to their rate of progress. While at school, students have a right to an education; they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner. Every student will attend regularly and punctually throughout the school year unless excused from doing so. In accordance with Island Catholic School policy, parents or guardians of students absent without excuse may be required to re-imburse the school if the provincial funding for the student is reduced as a result of the absence.

The following is a breakdown of the school day at

7:30 a.m. – 8:20 a.m.	Before School Care
8:00 a.m.	Office opens
8:20 a.m. – 8:40 a.m.	All students supervised before start of school
8:40 a.m. – 10:15 a.m.	Instructional time
10:15 a.m. – 10:30 a.m.	Recess
10:30 a.m. – 12:00 p.m.	Instructional time
12:00 p.m. – 12:55 p.m.	Lunch Break and Lunch Recess
1:00 p.m. – 3:00 p.m.	Instructional time
3:00 p.m. – 3:20 p.m.	Dismissal. All students supervised.
3:20 p.m. – 5:30 p.m.	After School Care

Absences

Each absence will be considered excused or un-excused. Examples of an excused absence are an absence due to a personal illness, serious illness in the family, death in the family, medical or dental appointments.

The Ministry of Education reduces our funding for children who have missed a significant amount of school. If you will be away for an extended vacation and this reduces your child's grant, you may be required to pay the difference.

A note from a parent/guardian is required for all absences. Parents/Guardians can email teachers directly or phone the school office if your child will be absent. The school answering machine is checked daily.

If a child is marked absent after morning attendance is taken, and the school has not received notification, a phone call is made to parents/guardians to confirm that their child is safe at home.

Missed School Work

Students and/or Parents/Guardians are responsible to check with teachers regarding work that is missed. Parents/Guardians should contact teachers directly if a student will be away for an extended period of time so that arrangements can be made for schoolwork. Students are responsible to promptly make up any missed work.

Late Arrivals/Early Departures

Students who arrive after 8:45 a.m. must be signed on the daily sign-in/out at the office by Parent/Guardian and receive an Attendance Slip from the office. A logbook is kept in the office.

Students who are departing the school prior to the 3:00 p.m. dismissal must be signed out by a Parent/Guardian at the office on the daily sign-in/out sheet.

School Rules

Students will at all times:

- Use appropriate and respectful language and act in a kind and courteous manner
- Care for school property
- Ask permission to enter school when classes are not in session (examples – recess, lunch, before and after school)
- Line up quickly and quietly when the school bell rings
- Stay within the playground boundaries set by the school

The following activities are not permitted:

- Chewing gum on school property
- Throwing dangerous (hard/sharp) objects
- Using toys/games that promote violence or violent behavior
- Riding bicycles, skateboards, rollerblades and scooters on school property
- Sitting on all raised ledges (examples – outside Grade 2 classroom and at the front entrance of gym doors)
- Using cell phones, electronic games, music/video players on school property