

Attendance and Absences

Regular school attendance is a major factor contributing to student success in school. We expect that students enrolled at Sullivan Heights Secondary will attend school regularly and arrive to class on time. Parents are asked to contact the school to report all student absences. Irregular attendance will hinder achievement.

Absences

Parents/Guardians are asked to contact the school to report all student absences. If students are only going to be away for part of the day, a parental note is required upon returning to the school.

Truancy

Truancy is defined as “absence from class or school without a valid reason”. It is our expectation that students attend on a daily basis.

Tardiness

Students are expected to be at school and in class on time. It is the student’s responsibility to be punctual for all classes. A parental note (which will be retained for future reference) is required for all lates.

Early Dismissal for the Day

Students who must leave school early must sign-out at the office. We expect students signing out to provide the office with a parent/guardian’s written permission for early dismissal. In cases where written permission is not provided, the office staff will contact parents to obtain verbal permission from the parent/guardian. NEVER LEAVE THE SCHOOL PREMISES DURING CLASS TIME WITHOUT FIRST NOTIFYING THE OFFICE. TO DO SO IS TRUANCY.

Personal Vacations during School Time

The school is not in a position to grant or deny permission to any student to miss school for an extended holiday period. That decision is the responsibility of parents.

Extended absences seriously affect the teaching, learning, and evaluation process. We strongly discourage parents from taking students on holidays during the school term. However, when this is absolutely necessary, parents should discuss the matter in advance with the school administration and the subject teacher(s). The primary responsibility of teachers is to the students attending classes. In most cases, it is difficult for teachers to provide meaningful work for students on vacation. Students absent for more than 24 days will be withdrawn from classes. Please plan accordingly.

Medical Room/Student Illness

A student who feels ill while at school is asked to report to the office. The office staff will ensure that parents are contacted in cases where a student needs to be sent home or to the hospital. Accidents and emergencies should be referred to the office immediately.