

Late Policies & Missing Class



The Academy expects students to adhere to our policies which:

- insist on the need for punctuality.
- require respect for others' time.
- minimize hall noise.
- maximize learning taking place within the 60-minute class time.
- instill responsibility and preparedness for CEGEP and university life.

Late to school

- The warning bell rings at 8 am.
- Students are to be **in their seats** by 8:10 am or they are added to the late list, which shall result in disciplinary action.
- Parents must write a note to be submitted the same morning they deliver their daughter late to school to explain the period of absence. Please be reminded that illness or scheduled appointments are considered to be valid reasons.

Late to class

- There is sufficient time between classes for students to transfer from one classroom to another.
- All students must be **in their seats** at the second bell of **each class or activity** and be ready to begin. Otherwise they are added to the late list, which shall result in disciplinary action.

Late assignments

- There should be none!
- Each student must hand over her homework or assignment to her teacher by or before the due date.

Day or night! Call any time and leave your message on our automated voice-messaging system.

TARDINESS call 636-0900 x 555

Parents are asked to telephone the Academy and leave their daughter's name and homeroom if she will be late arriving at school.

This does not replace the requirement for a note from the parents.

ABSENCE call 636-0900 x 555

Parents are asked to telephone the Academy and leave their daughter's name and homeroom if she will not be attending school that day.

EARLY DISMISSAL

Parents must send a signed note with their daughter explaining the reason for an early dismissal. The student must bring the note to the Secretarial Office before homeroom on the day of the early dismissal.

In addition to calling...

Government regulations require that the student must have a note explaining the reason for her absence (signed by her parent/guardian) and presented to the Secretarial Office before going to class.

The Academy also requires this same procedure for any tardiness or early dismissal.

Students are to wait in the Main Entrance to be picked up for an early dismissal or after-hours departure.