



Specialized Programs Attendance and Punctuality Policy

1.

You must attend ALL of your classes regularly and on time.

2.

One absence = verbal/written warning.

Two absences = 1 day suspension and an assignment.

Three absences = loss of diploma.

Four absences = expulsion.

Late arrival = after 9am or after my teacher has arrived to class. One late arrival = 1/2 day absent. Two late arrivals = 1 day absent.

3.

You will be marked "LATE" if you arrive after your instructor does. You may still come into the class at your instructor's discretion. If you are more than 10 minutes late for your class, you have to stay outside until the next break. Two late arrivals equal one absence.

4.

If you miss one session of the day, you will be marked "HALF-DAY ABSENT". If you miss two sessions (e.g. an entire morning class from 9:00 am to 12:00 noon), you will be marked "ABSENT."

5.

Please note that calling in sick does not mean that you are excused for that day. Your absence will be allowed only in the case of pre-existing injury or doctor's note. All other cases are at the discretion of the instructor.

6.

If you are sick and will be late or absent, you must call the front desk of the school before 9am. If you are sick for more than 1 day, you must bring a doctor's note to have your absence excused. All other cases are at the discretion of the instructor.

7.

When you call in sick and need to leave a message, clearly state your name (including English nickname, if applicable), program, name of instructor, and any other relevant details.