#### ATTENDANCE PROCEDURES

Regular attendance is an important component of the process of learning and of the evaluation of student achievement. *Education is a process.* When the process and content of learning is disrupted by irregular attendance, both the individual student and his/her classmates suffer a loss of experience that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their participation and achievement cannot be fully assessed.

To encourage regular attendance, teachers will:

1. discuss attendance with students and parents if it is detrimental to success.
2. make a referral to the appropriate Administrator using the Student Profile and Attendance Record. These forms are intended to be used as a source of information for the subject teacher, as a record of attendance and a record of discipline concerns of each teacher. They also act as documentation of parental contact. Any referral to the Office must include these so as to assist the Administrator with a history of concerns and the remedial action already used/tried. *When referring a student to the Office, the Student Profile and Attendance Record forms are to be used.*

***In the event of a student absence, the parent/guardian should follow the following procedures:***

1. Parent/Guardian should contact the school at **905-824-1025**

 **ext. 68347 by 12:00 pm of the same day** if a student is going to be absent for part or all of the day. If the parent/guardian fails to do so the auto dialer will contact the parent/guardian regarding the absence.

2. If the absence has been “parent approved” by a phone call, the student will report directly to class.

3. If the absence exceeds one day, the parent/guardian should keep in touch with the school regarding the absences; the number of days will be noted.

4. If a Parent/Guardian has not called the school on the day of absence, the student must present a signed note to the Attendance Office upon his/her return before an ADMIT SLIP will be given and must be shown to each teacher.

5. Any absence without a legitimate reason will be recorded as a Truancy (skip).

6. Students who are habitually truant (and late) may face

 suspension. (See Attendance Chart)

7. Parents may contact the school at any time if concerned about

 their son’s/daughter’s attendance.

***Attendance Procedures for Students***

***Notes:* All notes for absences should be brought to attendance before Period 1.** Students with notes for a previous day’s absence or for sign- out purposes must report to the attendance office before the start of period 1 to receive an **admit to class or sign-out slip.**  Students who are 18 years of age are responsible for calling in their own absences on the day they are away or producing a note to attendance office on the day they return **before period 1**. Any notes should come directly to attendance office, not the classroom teacher.

***Sign-In/Sign-Out***

Any student who arrives after 8:17 a.m. and is late 15 minutes for any class must sign-in with the attendance office to receive an Admit to Class so they will not be marked as absent. Students needing to leave during the day must provide a note/phone call to obtain a sign out slip. Students who leave during their lunch and do not return to school for the remainder of the day without parent permission or a note the next morning will be marked as Absent. **Parents must either place a call on the same day or send a note with the student upon return to school. Students must leave the school premises promptly at the time indicated on their Sign Out
Slip. If a student leaves the school without signing out, the absence(s) will be considered a truant from class(es).**

Students 18 years of age or older who are abusing the sign-out privilege will be referred to their vice-principals and could have the privilege taken away.

***Legal Age of Majority***

Individuals who are eighteen or over are considered adults in the eyes of the law and, as such, have access to all the rights and bear all the responsibilities of an adult. One of these rights is the right to privacy as defined by The Municipal Freedom of Information and Privacy Act(1991). Under this Act the adult’s right to privacy (including release of information with regard to academic, attendance and other school matters) is protected. After a student turns eighteen, this information will not be shared with anyone including parent/guardians without the student’s written consent.

To assist students with this, a letter will be mailed to parents informing them of the status change before the student turns 18. The purpose of the letter is to advise parents of this forthcoming status change. Information items falling into this category include marks, attendance, punctuality, behaviour and discipline and any consequences resulting from these.

On the back of the letter is a form to be completed and signed by a student consenting to the continuation of communication and information between parents/guardians and the school. Until the form is signed and returned to the school’s Attendance Office, all communication with the parent(s) regarding a student will cease after his/her eighteenth birthday.

Students who have attained the legal age of majority (18 years old) may sign their own notes for absences or sign outs as long as they have a valid reason. The same procedures for reporting absences and sign-outs apply to students who are 18 years old or over (i.e. submit absence and sign out notes to your homeroom teacher during Period 1). The school administration reserves the right to ask at any time for proof of valid reason for absences or sign outs.

**Bill 52, The Education Amendment Act, Learning to Age 18,**

***The Education Amendment Act, Learning to Age 18*** received Royal Assent on December 20, 2006. This legislation requires that, as of December 20, 2006, all students under 18 years of age be in attendance at school unless they have already graduated or are otherwise excused from attendance at school. Legal reasons for being absent from school (e.g. receiving satisfactory instruction at home or elsewhere) continue to apply.

Students whose birthdays are between September and December are required to stay in school until the last school day in June of the year that they turn 18. Students whose birthdays are during the rest of the year must stay in school until their 18th birthday. Please note that this exactly parallels the previous rules around the school leaving age for 16 year olds.

The Dufferin-Peel C.D.S.B. remains committed to the success of all students and will continue to offer all available programming to ensure completion of the Ontario Secondary School graduation requirements.

#### ATTENDANCE SUMMARY CHART

*Lates*

1st late Teacher speaks to student, reviews expectations and documents event, gives warning

2rd late Teacher consequences, phones parents (except if 18 or over) and documents

3th /4th late Teacher calls home to inform parents (except if 18 or over),and informs VP, assigns consequences and documents

Subsequent lates Referral to VP who will determine future action and/or consequences which may result in a suspension.

\*\*If a student demonstrates a change of behaviour, consult with VP regarding appropriate action upon subsequent lates.

***Truancy***

1st Skip Teacher speaks to student and calls home; assigns consequences and documents.

2nd Skip Teacher informs student that on the 3rd skip a referral to VP will be made; assigns consequences and documents.

3rd Skip VP is informed and Parent is called and a suspension up to 3 days maybe issued

Subsequent Skips VP and Parent/Guardian will determine future actions and/or consequences

#### CODE OF STUDENT BEHAVIOUR AND DISCIPLINE

In keeping with the Dufferin-Peel Catholic District School Board's “Code of Student Behaviour and Discipline,” the staff of Our Lady of Mount Carmel wish to outline the standards of behaviour that are expected of all our students. In order to maintain and enhance a Catholic environment that is safe, welcoming, and in which teaching and learning will flourish, students are expected to behave in a manner that is helpful, courteous, respectful and caring. The vast majority of our students conduct themselves accordingly. Students are encouraged to approach any staff member to report any incident they believe is not acceptable. Negative, disruptive and aggressive behaviour will not be tolerated. A variety of techniques will be employed where appropriate to discourage unacceptable behaviour. Disciplinary procedures, including suspension where deemed appropriate, will be enforced for those who do not comply with these standards. Suspension is the removal of a pupil from the school, by the Principal, for a specified period of time. Students are required to adhere to the following expectations at all times. Failure to comply with these will result in disciplinary action.

***1. Respect For Staff***

Students are expected to comply with the expectations and requests of all staff members. The verbal, physical or sexual abuse of any staff member will not be tolerated and could result in suspension and police involvement.

***2. Respect For The Rights Of Others***

Students must respect the rights of *all* members of the school community. We believe that all staff and students should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age marital status, family status or disability: We believe that a healthy, safe and inclusive learning environment where all students feel accepted is a necessary condition for student success; Unacceptable behaviour includes: verbal assault, sexual harassment or assault, all forms of bullying, fighting, physical assault, trespassing, possession or use of weapons and dangerous articles. Such behaviour is dangerous and will not be tolerated. Inappropriate behaviour could result in police involvement and the initiation of expulsion proceedings.

***Sexual Harassment Policy Statement:*** The Dufferin‑Peel Catholic District School Board is a Catholic educational community within which children, women and men stand with equal dignity and value. To work and learn together as equals in a respectful, non‑threatening environment is the right of all and fundamental to our Catholic philosophy. The Board therefore, expects that all its employees, students and volunteers will be free from sexual harassment. Sexual harassment is contrary both to Catholic values and the law. The Board supports The Ontario Human Rights Code which explicitly prohibits sexual harassment. It is the responsibility of all members of the Dufferin-Peel community to conduct themselves in accordance with this policy in order to create and maintain an environment free from sexual harassment. Anyone who feels that they have been a victim of sexual harassment should report this immediately to someone in authority.

***Definition of Sexual Harassment:*** Sexual harassment is defined as any unwelcome sexual comment or conduct that intimidates, demeans or offends an individual. Sexual harassment is an expression of power in a sexual manner. Sexual harassment may include: unwelcome sexual advances, inappropriate body contact, request for sexual favours, display of exploitive materials.

***Race Relations Policy Statement:*** It is the policy of the Dufferin‑Peel Catholic District School Board, in keeping with the provisions of the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code, to condemn and to refuse to tolerate any expression of racial or ethnic bias in any form by its students, staff or trustees. The policy also states that the accompanying guidelines for handling racial incidents within the Board be implemented.

# *What is a racial incident?* It is any expression of physical, psychological or verbal abuse that impinges on the human rights of another person. This includes racial, religious or ethnic slurs, name calling, insults, ethnic jokes, teasing, physical abuse or violence.

***Name Calling*:** can be used in anger, with the intent to hurt or in fun. It can serve as a bad example for listeners who may not realize that it is being done in fun; it may also offend others.

***Teasing or Jokes*:** demeaning stories, jokes and comments. While humour may be intended, hurt feelings may be the result. Even if no members of the target group are present, negative stereotypes are perpetuated.

***Slurs or Insults*:** statements that are meant to demean or degrade.

***Graffiti*:** degrading or insulting words, messages, slogans, pictures, etc.

***Composition and/or Distribution of Derogatory Material*:** material containing views which are biased and hateful.

***Vandalism with Racial Overtones*:** destruction/damage of property.

***Fighting or Physical Assault with Racial Overtones*:** engaging in or inciting physical contact that may inflict physical harm on a member of a specific group. Such action may be spontaneous or premeditated. Students who are victims of racist behaviour should report it to someone in authority for immediate action. A member of the school's administration should always be informed of such incidents. They will deal with the allegations quickly and appropriately.

***3. Respect for Self***

***Drugs and Alcohol:*** The possession and/or use of alcohol or illicit drugs on school property or at any school related events is forbidden and/or unlawful. All school functions, school-sponsored trips and celebrations such as graduation, shall be free of alcohol and illicit drugs.

***Smoking:*** The school recognizes the benefits to all persons of a smoke-free environment. Therefore, smoking is banned within school buildings, in school vehicles and on all Board property. Possession of tobacco products by students under nineteen years of age is illegal. Students are asked not to congregate in front of the school for the purposes of smoking or any other activity which might disrupt the flow of vehicular or pedestrian traffic.

***Proper Language:*** Students are expected to use language that is appropriate to their dignity as Catholics and the dignity of others. Coarse, profane or vulgar language or taking God's name in vain is unacceptable.

***4. Respect For The Safety Of Others***

Many aspects of the Code of Student Behaviour and Discipline are based on the acknowledged right of students “to learn in a safe, orderly and stimulating environment.” In addition to those items mentioned elsewhere in this policy, Our Lady of Mount Carmel shall endeavour to address specific incidents as they arise as per the guidelines in General Administrative Procedures (G.A.P.), especially safety items as set out in Procedures 502.00

***5. Respect For The Property Of Others***

Students are expected to treat with respect the property within the community, the school grounds, the school buildings and all items belonging to the school, other students or staff. Vandalism and theft violate the spirit of respect and will be treated as serious offences. Such acts of dishonesty can lead to suspension and/or police involvement.

***6. Attendance and Punctuality*** (See Attendance Procedures)

Regular attendance on the part of the students is vital to the process of learning. Therefore, it is the responsibility of each student to be in attendance at all times and with the proper materials required for full participation. Persistent lates to class and/or unexplained absences will be dealt with by the administrative team and may lead to the withholding of a course credit. Please refer to the Evaluation Policy for specifics about this process.

The information below is a guide; procedures may vary at the discretion of the Administration. Where appropriate, basic interventions, alternatives and consequences such as discussions with students, parental consultations, etc., will be exercised. This code of behaviour is a guide based on Dufferin-Peel C.D.S.B.’s “Code of Student Behaviour and Discipline”. This policy applies to student behaviour at all school related events such as school trips and athletic events, whether attending as a participant or as a spectator.

Our staff believes that discipline is a process that encourages students to act in a responsible and self-directed manner. *The following actions or combination of actions may be used in any appropriate order when dealing with inappropriate behaviours.*

* Informal interview with student
* Formal interview with student
* Parental involvement: phone call, correspondence, interview
* Involvement of school support team
* Peer counselling
* Detention of the student
* Removal of the student from the classroom to an alternate supervised setting within the school
* Referral to our Special Services team
* Withholding of a course credit because of non-attendance
* Removal of privileges to attend school-related functions, extra-curricular and/or co-curricular programs
* Utilization of a behavioural, attendance or performance contract
* Request for student to make restitution
* Involvement of, or referral to, outside agencies (e.g. Children’s Aid Officer, law enforcement officer)
* Temporary withdrawal
* Suspension as set out in the Education Act and Board Policy, Regulations and Procedures
* Expulsion under the education Act, and Board Policy, Regulations and Procedures

#### UNIFORM POLICY

By choosing to attend Our Lady of Mount Carmel Secondary School, students and their parents have made a serious and long-term commitment to Catholic Education. The uniform is part of that commitment. It is a reflection of who we are and how we see ourselves and how others see our school. As a student at Mount Carmel, you are an ambassador of all that Mount Carmel symbolizes. Because of this, the uniform should be worn proudly and in good repair. Though we recognize our individuality, the uniform at Our Lady of Mount Carmel is what unites us as one community. Like everything else in a larger society, there are rules and regulations pertaining to the uniform; since you agree to the wearing of a uniform by coming to our school, we ask that you respect, understand and comply with the following information.

(GAP 504.00) School uniform items, as outlined in the school’s uniform policy, must be purchased from the board approved supplier. The board approved supplier is: **McCarthy’s, 44 West Dr. Brampton, Ontario 416-93-6900.** (on line ordering www.rjmccarthy.com) The list of prescribed uniform articles is available at the time of purchase. DO NOT purchase articles that are not on this list.

***Girls’ Uniform:***

1. White cotton dress long/short sleeve golf shirts embroidered with the *school logo,* from*,McCarthy’s.* if a T-shirt is worn under the white shirt, it must be **plain white** and short sleeve only.
2. navy, monogrammed school v-neck pullover or vest, zip polo or zippered sweater is optional, but the only sweater that is allowed to be worn.
3. **Navy, grey, black or white socks.**
4. Solid grey monogrammed dress slacks available through our approved supplier (monogramming on grey pant). **No pants other than those from the supplier may be worn.** Navy walking shorts can be worn with the MC logo from McCarthy’s from the first day of school till Thanksgiving Monday and from the May long weekend till the end of June**.**  *The waist of the dress slacks is to be worn at the student’s waist, no scarves, bandanas or chains attached*.
5. Solid Black Walking (running) Shoes, leather or leather-like, and **with no other color visible on the shoe**. Students are not to wear boots, sandals, hiking boots. The shoe must be a closed shoe (heel and toe). No clogs, open back or open toe shoes of any kind, slippers are not allowed i.e. moccasins.
6. Students are always free to wear whatever footwear they and their parents consider is appropriate when traveling to school in the morning or back home at the end of the day. However, at all times during the school day, while they are in classes, on lunch, or anywhere in the building, students are expected to adhere to the Solid Black Walking/Running shoe only policy. Students who do not adhere to the shoe policy will be sent home.
7. It is the expectation that all uniform components are appropriately sized.

***Boys’ Uniform:***

1. White cotton long/short sleeve golf shirts embroidered with the *school logo (through our approved supplier),* If a T-shirt is worn under the shirt it must be white. The outer dress shirt must be fully buttoned.
2. Navy monogrammed v-neck school pullover or vest, zip polo, or zippered sweater is optional, but the only sweater that is allowed to be worn.
3. Solid grey dress slacks are available through our approved supplier (monogramming on grey pant) **No pants other than those from the supplier may be worn. Navy walking shorts can be worn with the MC logo from McCarthy’s from the first day of** **school till Thanksgiving Monday** and **from the May long weekend till the end of June.**  *The waist of the dress slacks is to be worn at the student’s waist and not tucked into socks, no scarves, bandanas or chains*.
4. **Navy, grey, black or white socks.**
5. Solid black walking/running shoes, leather or leather-like, and **with no other color visible on the shoe.** Students are not to wear boots, sandals, hiking boots. The shoe must be a closed shoe (heel and toe). No clogs, open back or open toe shoes of any kind are permitted. Students are always free to wear whatever footwear they and their parents consider is appropriate when travelling to school in the morning or back home at the end of the day. However, at all times during the school day, while they are in classes, on lunch, or anywhere in the building, students are expected to adhere to the Solid Black Walking/Running Shoe only policy. Students who do not adhere to the shoe policy may be sent home.

***Physical Education Uniform***

 The Physical Education uniform at Mount Carmel is *mandatory* and must be worn in all Physical Education classes. McCarthy’s. is the supplier of our P.E. uniforms.

The following is a list of mandatory and optional uniform items.

*Mandatory* : - Mount Carmel P.E. T-shirt - Mount Carmel P.E. shorts - White Athletic socks and non-marking athletic shoes.

#### GUIDELINES

1. **Students are to be in *full uniform* every day upon arrival at school until they leave the property. While in the school building and portables, there will be *no changing* into other attire during school lunch hours or spares.** This pertains to all articles of clothing including footwear.
2. Only the school sweater with the white shirt is allowed to be worn during the school day.
3. Coats and/or jackets are not to be worn in the library or cafeteria; they are not to be worn in hallways or in the foyer unless students are entering or leaving the building or changing classes. *Coats and/or jackets will not be a substitute for a school sweater.*
4. Only plain white **T-shirts** may be worn under shirts/blouses (no writing, pictures, logos). **Undershirts must be tucked in at all times.**
5. **There are to be no hats, bandanas, headscarves and wide headbands worn in the school building at any time during school hours**. Religious headwear is allowed but it must be worn correctly, narrow headbands and religious headwear must be in the solid school colours. If students choose to wear these items to and from school, they are to keep them in their lockers or personal knapsacks.
6. The uniform is to be kept in good repair (no rips, no cut-off sleeves, no unhemmed pants, etc.). Students/parents are advised to use Civvies Days, statutory holidays and weekends to have the uniform cleaned, repaired and/or laundered. *Exam days are considered to be school days.*
7. Please refer to the *Code of Student Behaviour*, in the student handbook for consequences associated with the infractions of our uniform requirements.
8. **Jewelry and make up if worn, must be discreet and subtle large chunky jewelry is not allowed.**

#### OTHER UNIFORM INFORMATION

##### Civvies Days

On these days, students have *two choices*: support the selected charity with your donation or wear the school uniform. As these days are requested on behalf of the students, **the expectations of appropriate attire which govern all of us are still in place. Articles of clothing which do not comply with the principles outlined in the Code of Student Behaviour as defined by the Dufferin-Peel C.D.S.B. and the moral standards of our school are unacceptable at all times. These would include rude or offensive slogans or items which do not respect the rights of self or others. Clothing worn on a Civvies Day, therefore, should be modest and appropriate to a Catholic School/classroom environment. Students who disregard these expectations will be sent home to change and they jeopardize the future of their other Civvies Days.**

***Spirit Wear Days***

On these days, students are permitted to wear their team, club, initiative t-shirts, hoodies, sweatshirts or other Mt. Carmel school recognized spirit wear. The Spirit wear tops are to be worn with Mount Carmel uniform pants and all black shoes as per uniform policy.