

Attendance

What to do when my child....

is absent from school...

In order to assist with unexplained absences, we are asking parents/guardians to call or email (sir.william.mulock.ss@yrdsb.edu.on.ca) the school prior to when your child will be missing a full or partial school day. This will allow us to verify the absence on a daily basis. If you are unable to call, please send a note with the student explaining the absence when she/he returns. **Students who have been signed out of classes by a parent cannot remain on school property.**

One parent email address per student is required to receive attendance reports and school information updates. Please provide your child's name and grade in an email, sent to SWMSS at: sir.william.mulock.ss@yrdsb.edu.on.ca

must miss three or more days for a family matter...

Complete a "Request for Extended Absence" form available from the main office. This form is to be completed and returned at least one week before the leave of absence.

is late for school...

Phone the school or send a note. It is unacceptable to be late for class because a student sleeps in, walks too slowly, or smokes a cigarette.

has to leave during the day for an appointment...

Send a note with the student in the morning indicating clearly the time she/he is to be excused (and may return). The student is to bring the note to the main office before school so the absence can be entered. If the student returns to school after the appointment, the student again reports to the main office and signs in.

feels too ill to stay in class...

Students who are ill must report to the main office. A parent/guardian will be contacted for permission for the student to go home. An emergency contact number must be provided to the school.

needs to be contacted during the school day...

For emergencies, explain the situation to the main office staff and the student will be contacted. Classes will be interrupted only in the case of an emergency. Sir William Mulock Secondary School asks parents not to call or text student cell phones during class time.

needs to use the phone...

Students are permitted to use their cell phones and smart phones during non instructional time. This includes before classes, during the lunch hour and after school time. Students should carry 50 cents or a phone card for the pay phones. Office phones are for emergency use only.

has Lost something of value...

Check the main office. Report any thefts to the main office. Lock up expensive personal belongings, notebooks /laptops, smartphones, ipads, iphones, bicycles. Do not bring items into the change rooms or leave them unattended..