

# Attendance Guidelines for Parents

## **ATTENDANCE:**

All attendance issues must be authorized by the parent or guardian listed on our school records. Report Absences through School Connects at 1-844-288-7628 or on line at [dcdsb.schoolconnects.com](http://dcdsb.schoolconnects.com).

## **REPORTING ABSENCES:**

Please call the Student Absence Reporting Line before 8:10 am to report a student's absence or late arrival. If no absence has been reported, the School Connects Safe Arrivals System will make every attempt to contact parents and guardians. If you receive an automated call, and you are aware of the absence, please report your son or daughter's absence through School Connects. If you are unaware, please call the school immediately at 905-686-4300.

Students, older brothers and sisters, aunts and uncles, and other emergency contacts are not permitted to report the student absence unless parental/guardian permission has been granted and the information is on our system.

Automated Phone Calls: School Connects will contact parents/guardians of students for any unreported absences during any period in the day using an automated system. A correct phone number and email address is necessary to ensure the proper use of this system. Our Safe Arrivals Message is sent during Period 1 (8:10 - 9:30 am). An automated message is sent at the end of the day to advise you of any absences for Periods 1-4.

## **LATE TO SCHOOL:**

Students are required to be on time for all classes. Classes begin at 8:10 a.m. Students arriving after the bell are required to sign in at the Attendance Office.

All lates must be excused by parents/guardians. You may either report the late arrival through School Connects or send a note with your son or daughter.

Upon arrival, the student must report to the Attendance Office to sign in. Otherwise, they are marked absent for the period, and a call will be made to the parent/guardian.

## **EARLY DEPARTURE:**

When students need to leave the school early, please report the early departure through School Connects.

Students must sign out at the Attendance Office prior to leaving the school. Students who do not sign out are considered truant and a Detention may be assigned.

If a student becomes ill during the school day, and wishes to leave school early, they are required to advise their teacher and report to the Attendance Office immediately. The student will be asked to call their parent/guardian to obtain permission to leave. If no contact can be made, the student will be kept in the office until the end of the regular school day.

## **PHONE MESSAGES TO STUDENTS:**

Please ensure that your son or daughter is aware of any appointments or personal arrangements prior to their arrival to school. It is the school policy to keep classroom interruptions to a minimum during class instruction time.

## **ABSENCES 5 DAYS OR MORE:**

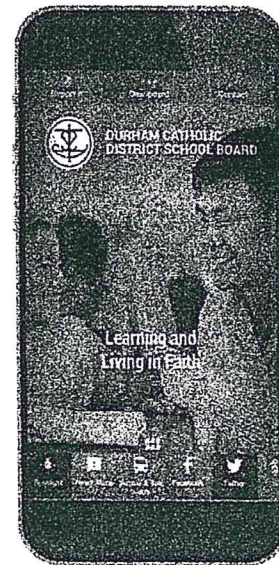
School Connects only allows you to report a maximum of 5 consecutive absences. If your son or daughter will be absent for 5 consecutive days or more, please contact the school directly.

# MOBILE APP FOR SCHOOL CONNECTS

## Advancing communications at the Durham Catholic District School Board

Check out our new mobile app which features:

- Calendars, news and events
- School and bus alerts
- Shareable content
- Accessible features
- Student absence reporting and more.



[dcdsb.ca](http://dcdsb.ca)

Click on App Store or Google Play.

Search for School Connects.

Select the Safe Arrival Android 

Install.

To use the App:

Safe Arrival

Tap here to choose your School District/Board

Type in: Durham Catholic District School Board

Enter your login name/email/phone

Enter your password.

You are in!