



ATTENDANCE & PUNCTUALITY

You are expected to attend classes 100% of the time. If you are going to be absent from a class, you must notify the school in advance (**telephone 604-893-8423**). You may be asked to bring a doctor's note the next time you come to school. Without notifying the college or without a doctor's note, you will be considered absent.

You are expected to be on time for classes. AM students arriving 10 minutes past class start time will NOT be allowed to enter until after break time, and PM students arriving 5 minutes past class start time will NOT be allowed to enter the class at all. Two lates are equal to one absence.

If you are absent and/or late up to 3 times within a 4-week period, you will be given the following warnings:

- 1st Offense – 3 absences within a 4-week period
Verbal Warning
- 2nd Offense – 1 more absence
Written Warning, Homework Assignment, and 1-Day In-School Suspension
- 3rd Offense – 1 more absence
One-Week In-School Suspension (Certificate of Participation Only)
- 4th Offense – 1 more absence
Expulsion from VIC (No Certificate)