



Attendance Policy

Attendance is a very serious matter for all involved at RCIIS. Please make a strong effort to attend every class of your current session. However, sometimes you cannot avoid being absent. If possible, please tell your teacher and/or RCIIS staff in advance. You can contact your teacher or the school at education@rciis.ca or call the school to report your absence at (+1) 416-222-5328.

Note: It is your responsibility as a student in this course to ensure that you have received and completed all classroom material, presentations and assignments, even in the event of illness or travel.

Course Policies

1. There are only 2 absences (include sick days) allowed in this program. If a student knows in advance that they will be absent, they must get prior permission from the instructor.
2. Every 2 days late (more than 10 minutes) = 1 absence. 3. Class begins at 9am or 2pm sharp. More than 10 minutes late, student will be unable to attend the class until the break time.
3. Smart phones must be turned off or on silent (not vibrate), all smart phone/cell phone are prohibited to use during class hours (excluding breaks), the penalty for the English Only Policy will be applied for any offender. And discuss with your teacher the acceptability of snacks and drinks.
4. If you are absent from your program without written notice to the school or your teacher for more than 2 working days EACH SESSION, the school holds the right to dismiss you from your program without any refund.

Vacation Policy for Students

If you have already booked your travel plan during your study, you must inform your counsellor before the registration, otherwise, it will be treated as absence.