
Attendance Policy

Attendance in class and success in school are closely related. Regular and punctual attendance is a requirement for all school functions. This includes assemblies, school activities, and all classes. School staff may initiate contact with parents at any time regarding absence from school. We expect students or their parents to communicate with each teacher for any planned absences. Students are responsible to complete all work missed for any absence.

1. Attendance Expectations

Students are expected to plan their personal lives and participation in school events so that there is a minimal impact on class attendance. Frequent absences make it impossible for teachers to adequately assess accomplishment of curriculum expectations. Students, who through chronic unspecified absence demonstrate an unwillingness to learn, may lose a credit or the privilege to attend King's Christian Collegiate.

Students who willfully miss a class for no prearranged purpose are defying school policy. To prearrange an absence during the school day the student must speak to the teacher or any other staff member, specifying a reason and verifying approval. Skipping class is disrespectful towards the teacher and to classmates and may result in a five day suspension.

2. Verification

Verifications for an absence are required for the Provincial Attendance Registrar and will be submitted by the student (if in grade 12) or the parent via phone message, e-mail, or dated note prior to the absence or by 8:30am the day of the absence. A note from a parent or doctor to the office will be required to verify an absence from a test or presentation. This note will specify the reason for the absence and acknowledge that a test or presentation was missed. Failure to follow this procedure will result in a zero for the evaluation.

It is the student's responsibility to submit summative assignments on their due date. Failure to follow proper attendance procedures for due dates usually will result in a penalty on the assignment unless the student or a parent has contacted the teacher to make arrangements.

3. Lates

Out of respect for the teacher and for classmates, students are expected to be in class on time so that they will not interrupt the progress of the lesson prepared for that day.

Students who arrive late for the school day will sign the attendance register at the office. Students are expected to be learning ready at the beginning of class. If late, the student needs to enter class in the least disruptive manner possible.

4. Leaving School Property

Students are to remain on campus throughout the school day. Activities held during the noon break provide students with opportunities to be active members of the school community. The following statements provide a guideline for students who find it necessary to leave during the day.

- A. Students who have permission to leave during the school day will sign out at the office.
- B. Students who drive to school will inform the office and provide a copy of their driver's license, and license plate number(s) to receive parking privileges.
- C. Student drivers are not permitted to provide transportation to other students unless direct parental and staff permission has been given. Forms are available in the office. Failure to comply may result in parking and driving privileges to be revoked.

- D. Students in grade 9 or 10 may not leave school property. Students in grade 11 or 12 who are passengers will have documentation to show that parental permission to travel with a specified student driver has been given. Forms are available in the office.
- E. Students who leave school property will ensure a prompt arrival for classes after the noon break.
- F. Students may walk on school property. The roads surrounding the school are considered to be off limits. Students are not to trespass onto private property.