

CHRIST THE KING CATHOLIC SECONDARY SCHOOL

STUDENT ATTENDANCE POLICY 2010-2011

Christ the King Catholic Secondary School actively encourages and promotes regular attendance. Educational research has consistently shown that a student's progress and academic success are closely related to regular attendance and participation in the day to day activities of the school.

Christ the King has a 5-10-15 Attendance System. Frequent absences from school jeopardize a student's successful completion of a course (OSS 6.4). **Ultimately, responsibility for attendance lies with the student and parent.**

The 5-10-15 attendance system is for **all** absences (withdrawal from class due to lateness or for being out of uniform, illness, vacations, appointments, parent withdrawal). Approved absences due to school activities (retreats, field trips, athletics) are included in the 5-10-15 attendance totals. Although trips and vacations may provide diverse learning experiences, the school does not support travel or vacations during class time. The content covered in each course is important and requires daily attendance. While parents may choose to travel during the school year, the time missed from class is recorded as an absence and counted in the total absence record for the semester. A significant number of absences places a student's mark and credit in jeopardy due to the loss of instructional time. Also, assessment and evaluation become problematic. Examinations and tests may not be rescheduled and a mark of zero (0) may be assigned to any test or examination missed. The student must consult with his/her teachers, **at least one week** prior to the trip, and make notes on what will be covered in each course. Any assignments that are due while he/she is away are to be completed and handed in prior to the trip, at the discretion of the teacher.

- At 5 absences -** in any subject, the subject teacher will contact the parent/guardian to inform them of the attendance profile.
- At 10 absences -** in any subject, the subject teacher will contact the parent/guardian and the Vice-Principal to inform them of the attendance profile.
- At 15 absences -** in any subject, the administration will review, in consultation with the subject teacher, the progress of the student. The parent/guardian will be informed of the situation.

STUDENT ABSENCES

1. A phone call (or a note) from a parent/guardian to explain the reason for the absences is required for all absences. An answering machine is available for your convenience. If a phone message is not received, we require a written communication by 8:10 a.m. from a parent/guardian on the day the student returns to school
All absences from school must be justified by parents or guardians.
2. Students who are 18 years of age and older must complete the NOTE SIGNING PERMISSION FORM in order to sign their own notes. Students will then be allowed to sign themselves in or out of school if they have an appointment or are ill. **Note: a limit of 8 forms per semester**
3. If a student must leave school before the end of the day, she/he is are required to sign out at the Attendance Office. Students, under 18 years of age, will require the permission of their parents/guardians in order to sign out. Students are to submit notes for early dismissal to the Attendance Office prior to 8:10 a.m. on the day of the appointment.
4. **If a student becomes ill while at school, she/he must report to the Attendance Office immediately.**
5. Students who miss class, without an acceptable reason from their parent/guardian, will be recorded as truant.
6. **All submitted medical certificates must be date specific and must be submitted directly after the absence.**
7. **Missed Examinations, Culminating Activities, Tests and Assignments:**
Students are responsible for all course work and assignments while absent.
 - i) Any examination missed that is validated by a doctor's note may be rescheduled.
 - ii) Any examination missed due to vacation or truancy may not be rescheduled, and may be assigned a mark of zero (0).
 - iii) Any test missed due to illness may require a doctor's note to be rescheduled. Please see the Late/Missing Assessment Contract.

Note: Any notification of an absence due to a vacation or a family trip must be submitted in writing to the Principal.

Direct telephone line to Attendance: (905) 702-8435 (24 hours/day)

SUCCESSFUL STUDENTS

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| - Attend all classes | - Consult with teachers |
| - Hand in assignments | - Take pride in themselves and their accomplishments |
| - Study and complete homework daily | - Set realistic goals |