
Attendance Policy

Classroom attendance is a self regulation learning skill to be demonstrated by the student and is indicative of student readiness to learn. Regular and punctual attendance is necessary for all school functions such as assemblies, school activities, and all classes. Communication between home and school is basic to a respectful and accountable attendance procedure. 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. School staff may initiate contact with parents at any time regarding an absence from school.

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. King's is also committed to supporting students academically when they are involved with activities outside of school that have high expectations (e.g. athletics, the arts). Students demonstrate an unwillingness to learn through chronic unspecified absences which may result in an enrolment review with the Principal.

2. Verification

- a. The student (Grade 12) or the parent/guardian (Grade 9-11) will contact the school office via Edsby or phone message no later than 8:30 am the day of the absence.
- b. A student who arrives late or leaves early will report to the main office to sign in or sign out.
- c. Students are expected to be in class for summative evaluations such as tests, projects, and presentations. Evaluation dates are normally scheduled at least one week in advance so that students can make every effort to be prepared and to attend.
- d. Despite this responsibility, there may be reasons for a student to miss an evaluation. Teachers support students when they are able to interpret reasons for absences (e.g. anxiety, lack of preparation) and to initiate an appropriate action or response.
- e. When prior notification has not been given, the teacher will send a message on Edsby that an evaluation was missed. In such a case, the student is responsible for submitting a dated note from a parent, guardian or doctor acknowledging that a test was missed for appropriate reasons.
- f. A mark of "0" will be recorded until the evaluation has been completed.

3. Lates

Students are expected to be learning ready at the beginning of class. Research shows that student learning is impacted by a timely arrival. Students are also expected to be in class on time out of respect for the teacher and for classmates. If late, the student will enter class in the least disruptive manner possible so as not to interrupt the progress of the lesson prepared for that day. A pattern of lateness demonstrates an unreadiness to learn requiring intervention and increased communication with the home.

4. Leaving School Property

Students 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 provide prior notification to the office or to the teacher(s) whose class will be missed.
- b. Students who drive to school will inform the office by providing a copy of their driver's license, and license plate number(s) to receive parking privileges.
- c. Student drivers may provide transportation during the day only to students who are in Grade 11 or 12 and who have direct parental and staff permission to do so. 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 during the school day will ensure a prompt arrival for subsequent classes.
- f. The roads surrounding the school are considered to be off limits. Students are not to trespass onto private property. Students may walk anywhere on school property.