



# COALDALE CHRISTIAN SCHOOL

*"Your word is a lamp unto my feet and a light for my path" Psalm 119:105*

2008-8 Street Coaldale, Alberta T1M 1L1 Ph: (403)-345-4055 Fax: (403)-345-6436

[office@coaldalecs.com](mailto:office@coaldalecs.com)

[www.coaldalechristianschool.com](http://www.coaldalechristianschool.com)



## ATTENDANCE POLICY

### A. GENERAL ATTENDANCE POLICY

- Regular attendance is an obligation parents accept by registering their child at the school.
- Attendance is checked each morning. It is expected that parents phone (403-345-4055) or email ([office@coaldalecs.com](mailto:office@coaldalecs.com)) the school if a student is not able to attend on a particular day.
- Teachers may set specific attendance requirements for their classes. Be sure you know these and the consequences for violation.
- If a student has a good reason for leaving the school before the end of regular class time, request in advance permission to leave early.
- Should a student know that he/she will be absent for a certain day for reasons such as doctor appointments, etc., parents are required to phone in advance to inform the school of this planned absence. Students will be required to make up missed work. Missed examinations may or may not be rescheduled. This is dependent upon the discretion of the teacher or government regulations.

### B. HIGH SCHOOL ATTENDANCE POLICY:

- Attendance in the high school grades will be taken each period. Students are expected to arrive on time for their classes and attend all their classes.
- A student will receive an incomplete in any course if he/she has more than 10 unexcused absences per semester.
  - *For semester courses, there are 2 classes per day so 5 missed days would result in 10 absences.*

#### 1. Excused Absence:

- An excused absence is any absence which is the result of an illness or an absence which is granted by the administration. Participation in school sponsored activities such as Fieldtrips, Student Exchange Programs, School Sports Teams et cetera may warrant an excused absence.

#### 2. Unexcused Absence:

- All other absences are considered unexcused absences.

*Regardless of the type of absence, it is the responsibility of the student to make sure that all assignments, tests and the like are submitted or completed in the time prescribed by the teacher. Teachers are not required to allow students to write their tests if they missed school due to an unexcused absence but are encouraged to be discretionary.*



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### 3. "Lates":

- Students are expected to arrive on time for class with all the necessary materials. If a student arrives late for a class, the teacher will deal with this as they deem necessary using Study Hall or another suitable, established classroom measure. For students who are persistently late, parents and administration will be notified. Ten lates will result in one unexcused absence being assigned to the student's attendance record. Blatant disregard for the expectations of the school will be dealt with under the school's discipline policy as found in the School Handbook.

*\*\*In the case of serious or extended illness, the administration and staff are committed to ensuring that a student is able to complete his/her courses if possible.*