



Attendance Policy

I have read and understood RCIIS Attendance Policy. I understand that:

1. There are only 3 absences (including sick days) allowed EACH SESSION. If a student knows in advance that they will be absent, they must get prior permission from the instructor and appropriate school counsellor **(still counted as absent)**
2. **After 3 absences students will not be eligible to receive certification from that course**
3. IN class sickness will be dealt with at the teachers' discretion
4. Every 2 days late (after 9 a.m. or 2 p.m.) = 1 absence.
5. Class begins at 9 a.m. or 2 p.m. sharp. If you arrive after 9 a.m. or after 2 p.m. it means you are late. If the student arrives more than 10 minutes late, the student will be unable to attend the class until the break time.
6. If you are absent from your program without written notice to the school administrator (room #24) for more than 5 consecutive days, you will be temporarily removed from the course list. Upon your return, you may try another available class or you can choose to be placed on a waiting list until there is adequate room.
7. On the final afternoon of each session, there will be no afternoon classes.
8. Students may take one vacation* throughout their time at RCIIS. This vacation may be up to a maximum of four weeks. Academic students who take a vacation must be aware of their course starting and end dates, and plan their time accordingly. *Any additional vacation time may be taken, but with an administration penalty of \$200.

*Please note: Students must inform the school before taking **any** vacation. If a student fails to do so and doesn't come to class for 3 weeks or more, all immigration reports will indicate: "no longer registered or enrolled in the school". This determination could negatively affect any possible extensions.