

BERNICE MACNAUGHTON HIGH SCHOOL



TITLE: STUDENT ATTENDANCE POLICY

Revised: 27 May 2013

1.0 OBJECTIVE

To provide a process for student absenteeism.

2.0 RESPONSIBILITY

Student, Parent/Guardian, Teachers, Administration and Education Support Services Team

3.0 POLICY

Responsibility of the Student and Parent/Guardian

- 3.1 Students are expected to report to classes at all times.
- 3.2 Should a student be absent, the student and/or parent should make every effort to inform his/her teachers in advance. Following an absence, the parent/guardian will write a note to their child's teachers indicating the reason for the absence. The student is responsible to provide this signed note to his/her classroom teacher excusing the absence on the day they return.
- 3.3 Students are responsible to follow-up with classmates and/or classroom teacher to complete any work missed during their absence.
- 3.4 If during a student absence, an assessment was completed, the student will complete that assessment at a time set by the teacher. The time will be set the day the student returns to school. The mark for the assessment will be withheld until the student provides a note excusing the absence from their parent/guardian.

Responsibility of Teacher

- 3.5 Teachers will take attendance promptly and regularly.
- 3.6 Teachers will require students to provide a note from their parent/guardian the day the student returns to school following an absence. The teacher will record that the excuse was received.
- 3.7 Teachers will call home if a student's academic performance is being adversely affected by a student's absence.
- 3.8 Teachers will refer a student to administration when concerns arise over a student's absence. Administration will decide on an appropriate intervention.

Responsibility of Administration

- 3.9 Administrators will take necessary steps to resolve issues related to student absenteeism. Such steps may include (but are not limited to):
 - (a) Communicating with student or parent/guardian
 - (b) Assigning detention, in-school suspension or out of school suspension

(c) Referring to Education Support Services Team.

3.10 Administrators will follow-up with referring teacher to outline interventions taken with the student.

Responsibility of Education Support Services Team (ESST)

3.11 If student is being followed by the Education Support Services (ESS) Team, the team will inform classroom teachers of a prolonged student absence.

3.12 Upon a referral, the ESS team shall employ all appropriate interventions (e.g.; Attendance Contract). The team will follow-up with classroom teachers outlining the interventions taken with the student.

Non-Medical Student Absence

3.13 If a student is absent from school due to a non-medical reason (e.g.; family trip, sports event, etc.), the student will be responsible for any missed assessments or material. The rescheduling of assessments that will be missed during the student's absence will be determined by the teacher prior to the student's departure.

4.0 REFERENCE DOCUMENTS

New Brunswick Education Act