

HVHS ATTENDANCE POLICY

POLICY OVERVIEW AND RATIONALE

Harbour View High School believes that students' success at school is best assured if the home, school, and student are working together. The Education Act refers to regular school attendance as both a duty of the pupil and an expectation on the part of parents and guardians to cause attendance to take place. Regular attendance supports the learning success of the student, helps students stay on track with their studies, reduces anxiety, and builds confidence. The purpose of the HVHS Attendance Policy is to promote good attendance in order to develop positive lifelong learning patterns.

All students must attend all their registered classes. Attendance in these classes is tracked daily by their teachers through PowerSchool, and is monitored through regular contact with home by teachers and through the automated *SchoolConnects* calling system. In order to effectively communicate with the home, please make certain that the school has a current working telephone number that can receive these incoming messages.

Students' attendance can be accessed through the use of the PowerSchool Public Portal. Please contact the school office at 506-658-5359 for parent access. Homeroom and/or classroom teachers may also be contacted with regards to any attendance questions or concerns. Students who are absent from class are expected to submit a paper or electronic excuse to their teacher so their attendance record can be updated.

Students are not to leave the building during school hours without signing out at the main office. Students are expected to sign in at the main office if they arrive after classes have begun.

It is school policy that students attend all of their scheduled classes to participate in after-school and evening extra-curricular activities. Excuses will be provided for appointments.

NATURE OF ABSENCES

No consequences will be associated for those absences considered acceptable by the New Brunswick Education Act.

The Education Act states that a child is not required to attend school if the child:

- a. Is unable to attend school by reason of the child's sickness or other unavoidable cause;
- b. Is officially excluded from attendance under the Act or the regulations (e.g. suspension);
- c. Is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child.

No consequences will be associated for absences considered as school-sanctioned activities. A school-sanctioned activity is one approved by the School Administration and/or Director of Schools.

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PROCEDURES

Individual student attendance will be tracked and documented in a consistent and organized manner through PowerSchool. The following steps will be followed when absences are noted:

After 5 unexcused classes in any one or more course(s), the homeroom teacher will contact the home.

After 10 missed classes, the homeroom teacher will make a referral to the Education Support Services Team (ESSTeam). Contact will be made with the home by the assigned Vice Principal.

After 15+ classes are missed, the student and parent/guardian will attend a meeting with the assigned Vice Principal to discuss the continued absences. At that time the student will be placed on an attendance contract with the understanding that due to academic integrity, excessive absences exceeding 20 days in a subject, may result in a student being withdrawn from school. The ASD-S Attendance Policy/Guidelines are designed to explore every avenue to ascertain that students stay in school and graduate high school.

PREARRANGED ABSENCES

It is the responsibility of the student to make arrangements to catch up on any incomplete work as a result of missing classroom instruction for a vacation, sporting event, camp/conference, or other extended absences. When planning to be away from class for an extended period of time, a prearranged absence form needs to be completed. Obtain the form from the main office. A parent should be sure to have the form fully complete before signing it. If possible, the student should make the request before the anticipated absence. If the absence is unforeseen, the student must request work - in a timely manner - upon return to school; the teacher will then provide the student with missed assignments and allow the student to complete missed assessments. Students are encouraged to monitor Teams for work and notes that may be available.

The teacher will not re-teach missed material. The student will be expected to learn missed material and complete assignments independently. Extra help is available from our AIM room at lunch. For lengthy absences it is advised that a student secure a private tutor to assist with understanding material that was taught during the absence.

REFERENCES

New Brunswick Education Act Sections 13(c), 14(d) [E-1.12.pdf \(gnb.ca\)](#)

Anglophone South School District [ASD-S | Attendance Matters \(nbed.nb.ca\)](#)