



St. Malachy's Memorial High School

AP Capstone Diploma School

2-20 Leinster Street, Saint John, New Brunswick, Canada E2L 1H8

Phone: 506-658-5361. Fax: 506-658-2420

www: stmalachys.ca

Anglophone South School District Student Attendance Policy

Dear Parents/Guardians:

At St. Malachy's Memorial High School we believe that a young person's success at school is best assured if home, school, and student are working together. As we begin the 2017-2018 school year, we want to ensure that you, as parents/guardians, are well-informed regarding a recent change to the Anglophone South School District Student Attendance Policy and how this policy unfolds at our school. It is important to note that during the opening days of the school year, we will review this policy with your son/daughter.

Being in school every day is extremely important both academically and socially. All students must attend all classes in which they are registered. Attendance is monitored on a class-by-class basis through regular contact with home by our teachers and through our automated *SchoolConnects* calling system. In order to effectively communicate with you, please make certain that we have a current working telephone number that can receive these incoming messages.

You can verify your son's/daughter's attendance through the use of the PowerSchool Public Portal. If you have yet to register for this site, please contact the school office at 658-5361 for access details. At any time, if you have a question about an absence, please do not hesitate to contact your son's/daughter's teacher.

Students who are absent from class are expected to:

- Submit an excuse to their teacher so their attendance record can be updated;
- Students are not to leave the building during school hours without going to the office and signing out. Students are expected to sign in at the main office if they arrive after classes have begun.

Teachers will:

- After 1-5 classes missed (excused and unexcused) in any one period contact the home;
- After 6-10 classes missed (excused and unexcused) a referral is made to our Education Support Services Team (ESST) by Guidance or by the Vice-Principal. There is a one-on-one contact with the home.
- After 11+ classes missed administration involvement is activated and ongoing referral to the ESST is in place. At 15 absences (excused and unexcused) the student and parent will be invited to attend a meeting to discuss the continued absences and 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 the subject class. The ASD-S Attendance Policy/Guidelines are designed to explore every avenue to ascertain that students stay in school and graduate high school.

You hold the greatest influence with your son/daughter. We are looking forward to working with you. *Attendance Matters* because when a student attends school every day, they build habits that last a lifetime.

Principal: Brad Stevens

Vice-Principals: Christina Barrington, Matt Garey