

PARRSBORO REGIONAL HIGH SCHOOL ATTENDANCE POLICY

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Parents are required to provide an excuse (including the date and reason for the absence) for any absent classes, within three (3) days of the student returning to school. It is preferred that the parent/guardian telephone or e-mail the school on the morning(s) of absences so documentation can go directly into our computer system and all teachers can see the child will be absent and the reason for the absence.

Some examples of acceptable excuses for absences are:

- Medical / dental appointments (for a specific date)
- Illness
- Child Care (single parent)
- School sponsored event
- Death in the family
- Court related appointments

Some inexcusable absences are:

- No written excuse nor contact by parent/guardian
- Truancy

NOTE: Parents are advised that the school is responsible for providing Public Health with absenteeism so they can track communicable diseases such as influenza and gastrointestinal illness. This is just one of the reasons why it is important to notify the school when your child is out sick, and to report the basic information on the type of illness affecting your child.

The following guidelines will be in place:

UNEXPLAINED/UNACCEPTABLE ABSENCE	CONSEQUENCE
<p>Note: For purposes of this policy, absence during 1 to 5 classes in any given day will be deemed as ONE absence. Absences will accumulate for the duration of each course (semester or full year).</p>	
On the 3rd absence	<ul style="list-style-type: none"> ➤ School to contact home (phone or letter) ➤ <u>1 day</u> I.S.S.
On the 7th absence	<ul style="list-style-type: none"> ➤ School meeting with parent /guardian & student. ➤ <u>1-3 day</u> I.S.S. (in-school suspension)
On the 11th absence	<ul style="list-style-type: none"> ➤ School to contact home (phone or letter) ➤ <u>5 day</u> I.S.S. or <u>3 day</u> O.S.S. (out of school suspension) ➤ contact with appropriate outside agencies
On the 13th absence	<ul style="list-style-type: none"> ➤ School to contact home (phone or letter) ➤ <u>5 day</u> I.S.S. or O.S.S. ➤ referral to the CCRSB's Attendance Review Committee

- Any occurrence of truancy (skipping) from any class will result in immediate consequences.
- Parents are to contact the school in advance if the student will be away on family outings for extended periods of time.

- If a student is going to be absent during a scheduled test, major project or class presentation, the parent **must** phone the school in advance. The student is to see the teacher and is expected to write (at the teacher's discretion) a make up test, etcetera, the day they return to school.
- Exams can only be missed for valid **medical reasons** where a physician's certificate has been provided.
- Students who arrive late to school are to sign in at the office immediately upon arrival. Students are to bring a note with them or have their parents/guardians phone the school to explain their tardiness. If no acceptable note is provided, the student will be given a 15 minute detention to be served the next day.
- The only students permitted to leave the building during class time are those Senior High students who have an official off period (please note, STUDY and LEARNING STRATEGIES are considered valuable educational time and are **not considered** off periods—attendance is mandatory). Students with off periods who intend to leave the building must sign out at the office and must sign back in when returning.
- If any student wants to sign out for medical reasons, appropriate documentation must be seen (for example, the appointment card). If there is no documentation, a verification call will be made to the caregiver.

NOTE: Principal has the discretion to use more or less serious responses if circumstances warrant.

Last updated: April 21, 2008.