

Sir John A Macdonald High School Attendance Policy

The Halifax Regional School Board is committed to the full implementation of sections 24-26, 38 and 116 of the Nova Scotia Education Act which clearly defines student attendance as a responsibility that is shared among parents/guardians, students, teachers, principals and the school board.

The High School Attendance Policy states that a high school student may lose eligibility to be granted a credit for a course if he/she is not present in class for at least 80% of the course.

The following procedures will be followed in monitoring the minimum attendance standard that must be maintained in order to receive an academic credit.

1. If a student accumulates 5 absences the teacher will contact the parent/guardians. Teacher contact with parents/guardians may take the form of a phone call, phone message, email or a letter mailed to a home.
2. If a student accumulates 8 absences the teacher will directly contact the parents/guardians by means of a phone call.
3. If a student accumulates 10 absences there will be a meeting of parents/guardians, or an adult advocate, administration and student to explore the possibility of creating an attendance contract with the student.
4. If a student accumulates 14 absences a registered letter will be sent indicating that there is a danger of the student not qualifying for the credit and outlining what must happen to prevent this consequence, and indicating the appeal procedure in place.

It is important to note that this includes excused and unexcused absences. Attendance will be recorded on a period-by-period basis by classroom teachers and will be recorded under the following categories:

Present – student is in class, in the office or student services, on a school –authorized trip, participating in a school team activity, at a job placement for co-op credit or on a student block.

Excused Absence – a call from home with acceptable excuse.

Unexcused Absence – no acceptable excuse provided by the home.

Special Circumstances Absence – student has a documented medical condition, a religious observance, death in the immediate family, or an educational opportunity or special activity deemed appropriate by administration or has documented legal obligations). A written letter addressed to the principal is necessary for special circumstances to be granted.

Suspension – absence due to in-school or out-of-school suspension by school administration.

Parents/guardians/students are able to monitor attendance on the Powerparent/student portal found on the school website <http://sja.ednet.ns.ca>. Usernames and Passwords are available from the student's Vice Principal or Guidance Councillor. **The School Attendance line can be reached by dialing 826-3222 ext. 1**