

# Rothesay High School Attendance & Tardiness Policy



As we begin the 2023-2024 school year, we want to ensure that students and parents/guardians are well-informed regarding Student Attendance Policy.

Being in school and on time every day is extremely important both academically and socially. Attendance is monitored on a class-by-class basis through regular contact with home by our teachers and through our automated *SchoolConnects* calling system. You can also verify your student's attendance using the PowerSchool Public Portal. If you have yet to register for this site, please contact the school office at 506-847-6204 for access details. At any time, if you have a question about an absence, please do not hesitate to contact your student's teacher.

## **Students are expected to:**

- Submit an excuse to their teacher so their attendance record can be updated.
- Not to leave the building during school hours without going to the office and signing out with permission from parent/guardian. Students are expected to sign in at the main office if they arrive after classes have begun. (This does not include exiting the building at breaks).

## **Attendance policy steps:**

1. After 5 classes missed or tardy in any one period, the Homeroom teacher will contact the home.
2. After 10 classes missed or tardy, a referral is made to our Education Support Services Team by the Homeroom teacher, the Vice Principal will be notified and will contact home.
3. After 15 absences or tardies, the student and parent will be invited to attend a meeting to discuss the continued absences with the Vice Principal and the student may be placed on an attendance contract.

## **Prearranged Absence**

It is the responsibility of the student to plan to catch up on any incomplete work as a result of missing classroom instruction for a vacation, sporting event, camp/conference, or any extended absence. When planning to be away from class for an extended period (three or more days) 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 completed before signing it.

PREARRANGED EXTENDED ABSENT FORM  
(Three or more days)



Name: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

PERIOD	COURSE	TEACHER	PLAN FOR MISSED WORK	TEACHER SIGNATURE
1				
2				
3				
4				
5				

SIGNATURE OF STUDENT: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE OF VICE-PRINCIPAL: \_\_\_\_\_

NOTES: -

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