

# Harbour View High School Attendance Procedure

Student Name \_\_\_\_\_ Phone \_\_\_\_\_ HR teacher \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Work # \_\_\_\_\_ HR # \_\_\_\_\_

**In accordance with the District 8 guidelines for attendance tracking, a teacher shall use the following procedure for absenteeism.**

**A. After 3 Absences:** Homeroom teacher will make contact with the home and speak with the student; staple all relevant documents to this sheet. Explain intervention suggested and student response. (i.e. Seek extra help, complete missed work)

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Date \_\_\_\_\_ Student signs: \_\_\_\_\_ HR Teacher signs \_\_\_\_\_

**B. After 5 Absences:** Home room teacher will contact home. Indicate response below. Indicate to the secretary that the *frequently absent letter* needs to be sent. Do this by handing this sheet to the secretary.

Date: \_\_\_\_\_ HR Teacher signs: \_\_\_\_\_

The secretary will prepare and send the letter. This sheet will then be filed alphabetically by grade in the box on top of the filing cabinet until it is needed to proceed to the next step.

**C. After 10 Absences:** HR teacher retrieves this sheet and forwards it to appropriate V.P.

Date: \_\_\_\_\_ HR Teacher signs: \_\_\_\_\_

*Excessive absences letter* will be sent home. V. P. will meet with the student. At this point the student will be placed on contract unless it is deemed unnecessary by the VP. Breach of the contract will result in the student being referred to the Attendance Committee.

**D. STUDENT IS TO MEET WITH ATTENDANCE COMMITTEE on \_\_\_\_\_**

**Decision of Attendance Committee is to:**

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Send student home for remainder of the semester: \_\_\_\_\_ Date: \_\_\_\_\_

**Should the student be sent home for the remainder of the semester, they do have the right to appeal at the District Level.**