

<p>Student: _____ Grade: _____</p> <p>AP Teacher Name: _____</p> <p>Date(s) of Truancy: _____</p> <p>Student missed: Period # _____</p> <p>Parent/Guardian spoken to: _____</p> <p>Date of Phone call: _____</p> <p>Incident of Truancy: 1, 2, 3, 4, 5, 6 _____ (indicate as appropriate)</p> <p>Teacher Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p align="center"><b>OHS ATTENDANCE POLICY 2011-2012</b></p> <p>Students must provide appropriate excuses for each absence to their AP teacher within 2 days of the absence. A parent/guardian may call the main office at 357-4015 and leave a message at any time, 24 hours a day. Excessive tardiness and excessive absenteeism will be dealt with as disciplinary matters.</p> <ul style="list-style-type: none"> <li>• Students are responsible for attending all classes, obtaining any missed work and supplying an excuse to the Achievement Period teacher within two days of their return.</li> <li>• Parents are responsible for their son/daughter's attendance and for encouraging students to come to school and providing excuses for all absences within two days of the student's return. The excuse must include: the current date, the date of absences, a valid reason for the absence from school and the parent/guardian signature. A phone call or email with all of the same information included will also be accepted.</li> <li>• All students must sign out with a written excuse from their parent/guardian or they may be signed out at the office by the parent/guardian.</li> <li>• All students must sign in at office with a note from their parent/guardian if arriving after first period or they may be signed in by their parent/guardian at the main office.</li> <li>• Subject teachers are responsible for inputting attendance records on the computer each day.</li> <li>• Achievement Period teachers will contact home regarding unexcused absences.</li> <li>• Consequences of an unexcused absence will be: students will receive zero on all tests and assignments due on that day – until an excuse is received. In order for the student to receive value for the work the student must produce verification from the home of the excused absence.</li> </ul> <p align="center"><b>Education Act- Province of New Brunswick: Roles of Parents: 13 (1)</b> In support of the learning success of his or her child and the learning environment at the school, a parent is expected to (c) cause his or her child to attend school as required by this act. <b>Duties of pupils: 14 (1)</b> It is the duty of a pupil to (a) participate in learning opportunities to his or her potential, (d) <u>attend school regularly and punctually.</u> (h) comply with all school policies.</p>
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**Truancy Policy Per Incident*****First: ONE NOON DETENTION******Second: TWO NOON DETENTIONS******Third: IN-SCHOOL SUSPENSION – 2 DAYS******Fourth: OUT-OF-SCHOOL SUSPENSION – 2 DAYS******Fifth: OUT-OF-SCHOOL SUSPENSION – 3 DAYS******Sixth: POSSIBLE SEMESTER SUSPENSION*****EACH STEP REQUIRES THE AP TEACHER TO:**

- **CALL HOME**
- **FILL OUT A GUIDANCE SHEET COPY TO APPROPRIATE ADMIN AND COUNSELLOR**

Questions to address Truancy/Attendance (Please complete with student..attach pages if needed)

1. When you are not in school, what are you doing? Who are you doing it with?

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2. What are the consequences of your missing time from school? At home and at school.

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3. What do you want to do after high school? How does good attendance influence those goals?

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4. What can we do to help you attend regularly? What can you do to help you attend regularly?

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5. Do you know the administration process for continued truancy?

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6. How do your friends influence your attendance?

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