

HNRH Student Attendance & Engagement Policy 2018-19

Attendance

Steps	# of Classes	Actions
Step 1	5	Teacher meets with student and makes contact with home, referring them to the Attendance and Student Engagement Policy. Teacher logs an attendance entry.
Step 2	10	Attendance support team meets with the student and summarizes a support plan with the student and or parent
Step 3	15	Attendance support team meets with student and parent to agree and sign an attendance contract. Parents and student are made aware of the potential risk of loss of credit in the specific course(s).
Step 4	20	Principal reviews and confirms all documentation, interventions and stipulations in the contract and creates a support plan for junior students

Late to class Policy

Lates

Steps	# of Lates	Actions
Step 1	1 - 4	Teacher meets with student and makes contact with home, referring them to the Late to Class Policy. Teacher logs an attendance entry.
Step 2	5	Attendance support team reviews policies regarding lates with the student and or parent. Student receives a 30 minute lunch detention
Step 3	6	Student will serve a ½ day In School Suspension and lose the privilege of their exam exemption.
Step 4	7+	Student will serve a full day ISS