

Bedford and Forsyth Education Centres



BFEC Attendance Practices

The following school practices were developed using the operational procedures from the Nova Scotia Department of Education and Early Childhood Development's Student Attendance and Engagement Policy as its guiding documents.

What supports are available at BFEC if a student is having attendance issues?

- Staff take the time to know their students
- Teachers at BFEC use Culturally Relevant Practices every day in their classrooms
- A daily breakfast program that students can access to support their on-time arrival at school
- School Counsellor at each campus
- A referral can be made to our school social worker
- A referral can be made to our school psychologist
- Reduced Schedules (one course a day)
- Referral to our Health Centre Nurse
- Choices Counsellor at each campus every second Friday
- Attendance Contract
- Attendance Letters
- And other individual supports as required once the school is made aware

Regular attendance at school leads to greater student success and achievement.

Students who are having trouble attending school on a regular basis need to contact their campus VP's as soon as possible to discuss how BFEC can support you being in school. With teacher permission, students can have a break in the morning from 11-11:10 and in the afternoon from 2-2:10. Attendance is taken before and after break and is updated by the end of each day.

Class	Period	Times
AM	1	9:40-11:10
	2	11:10-12:05
PM	3	12:45-2:10
	4	2:10-3:10

Teachers will be using the following codes for attendance:

“P” is present (this means on time and stayed the entire class)

“AWN” means absent with notification (parent / guardian called)

“A” means absent without notification

“R” means absent due to the observance of a religious holiday or ceremony

“MR” means Absent for Medical reasons

There are NO special circumstances for attendance.

Arriving late to class or leaving class early is very disruptive to the learning of your classmates and to your own learning. Teachers will be using the code “L” in Power School to note when a student arrives late to class and “LE” when a student leaves class early. This time can add up to a missed period.

What if I am suspended from school?

The code “OSS” will appear and this type of absence counts in your total number of absences per course each quarter when considering credit loss.

What is credit loss?

At 20% missed time each quarter – approximately 20 missed periods per course at BFEC (this takes into account all appointments, absences with or without notification, how many minutes’ late or leaving early students are to a class) can result in a student being removed from that course for that quarter and not being eligible to earn that credit.

It is the responsibility of students, parents and guardians to monitor their Power School accounts to view attendance records.

Each night our automated phone system also calls home indicating if a student has missed a class, has been late to class, or has left class early. If you are concerned about missing these calls, please confirm your phone numbers with your campus school secretary at (902) 832-8630.

If you need your Power School account please contact our school registrar, Mrs. Megan Paris, at mparis@hrce.ca

The following processes will be followed by BFEC staff to support positive student attendance and to follow the provincial policy:

- **5 missed periods:** the classroom teacher will contact both the student and the parents or guardian (of students under the age of 19) to discuss why a student has been missing classes, what is keeping the student from being in school and if there is anything the school can help support regular and on time attendance.
- **10 missed periods:** the vice-principal contacts the parent or guardian (of students under the age of 19) to discuss why a student has been missing

classes and what is keeping the student from being in school. An attendance contract will be put into place and a letter sent home which informs the students, parents and guardians of the possible consequences of further missed time from school.

- **20 missed periods**: the vice-principal/principal will contact the student and parent or guardian (of students under the age of 19) to review expectations for attendance, current interventions in place and to discuss other possible interventions for improving regular and on time attendance.

- **21 missed periods**: the principal will determine loss of credit for the student. If a student loses credit the student will be removed from the course and will not be eligible to earn this credit at this time or to recover this credit.

What incentives does BFEC have in place to recognize students who attend school regularly or are making positive changes to their attendance?

- Breakfast program each day
- Break time in class
- Bus pass support
- Exam Exemptions
- Monthly Attendance certificates
- Bi-weekly gift card draws for excellent and improved attendance
- We are able to provide reference letters for students who attend regularly because we know them and can speak to their character and academics.