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| | GUIDELINES FOR SCHOOL CODES | |
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STUDENT ATTENDANCE
Guidelines for School Attendance Codes

In addition to the provisions of The *Education Act* and Regulations under the *Education Act*, the Provincial School Code of Conduct and School Code of Conduct Guidelines, and other applicable School Board and provincial policies and legislative requirements relating to attendance, all School Attendance Codes must include the following provisions. These guidelines will apply to students of all ages insofar as they are applicable.

On May 4, 2011, the Strait Regional School Board approved the recommendation to implement a two-year pilot in high schools in accordance with Recommendation #8 of the Minister's Response to Promoting Student Engagement which states:

"I am therefore authorizing a two-year trial period where boards may allow high schools to implement a policy whereby students who do not attend 80% of classes may become ineligible to receive credit for a course. The trial period will begin on September 1, 2011. During this time, data will be gathered and the use of this tool will be monitored to support an assessment at the end of the two-year period to determine if the practice will be adopted as provincial policy." (Page 13)

1. The guidelines for excused absences, as described in Policy IV-E-5, will be included in all school attendance codes.
2. School administration will have discretion in addressing individual student attendance issues.
3. School attendance codes and procedures will include provisions for ongoing dialogue between teachers and parents, both in writing and in person, to ensure that all concerned are aware of implications of irregular attendance on the student's successful completion of the required school program. This may include correspondence to parents/guardians by registered mail or hand delivery.
4. Persistent failure to comply with school attendance expectations may constitute unacceptable behaviour which may be subject to disciplinary action up to and including in-school suspension.

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5. Students and/or their parents/guardians who wish to have decisions regarding attendance infractions reconsidered shall first contact the school administration to discuss the decision.

If student and/or parents/guardians are not satisfied with the decision of the school administration, they may request a review of the decision by the Attendance Committee of the School Board by writing to the Board Secretary.

6. Students and/or their parents/guardians who pursue a review of attendance-related decisions are entitled to due process which includes having a representative to assist them throughout the process, at no cost to the Board.
7. School attendance provisions for students aged 21 and over will be founded on the principles governing the regular student body, but may be modified as agreed upon in enrolment contracts.
8. School attendance codes will include provisions for homebound or alternative learning services for students who must be absent for reasons beyond their control.