

ATTENDANCE PROTOCOL – HIGH SCHOOL STUDENTS

Background

The School Act requires that students attend school regularly and punctually. Irregular school attendance limits the opportunity for students to achieve at a level commensurate with their ability. Truancy also fails to establish proper expectations for the work world and is linked to a number of risk factors for participation in unhealthy and/or illegal behaviours. The intent of this protocol is to improve high school attendance and performance rates for all students.

This protocol is not applicable to those absences which are excused under the School Act:

1. Sickness or other unavoidable cause.
2. Religious holiday.
3. Suspension/expulsion from school.
4. Board/Minister of Education authorization.

Procedures

1. Home Responsibilities

- 1.1 Parents and their children share in the responsibility to ensure that students conduct themselves so as to reasonably comply with the following code of conduct as outlined in the School Act:
 - 1.1.1 Be diligent in pursuing the student's studies;
 - 1.1.2 Attend school regularly and punctually;
 - 1.1.3 Cooperate fully with everyone authorized by the Board to provide educational programs and other services;
 - 1.1.4 Comply with the rules of the school;
 - 1.1.5 Account to the student's teachers for the student's conduct; and
 - 1.1.6 Respect the rights of others.

2. School Responsibilities

- 2.1 Track school attendance data with a view to identify individual and institutional factors impacting student attendance.
- 2.2 Establish appropriate intervention/communication points along the way (i.e. involving student, parents, internal/external referrals, etc.).
- 2.3 Incorporate available instructional delivery options as appropriate.

- 2.4 Develop an education plan for students whose absence rate has reached ten percent (10%), (minimum of five (5) absences per class) for two (2) or more courses.
- 2.5 At such a point, the school counsellor, may recommend a sequence of courses and provide the student with the opportunity to complete coursework via a nonattendance-based arrangement.
 - 2.5.1 The education plan must reflect a genuine attempt to provide appropriate programming and may involve additional specialized programming (i.e. Work Experience, RAP, etc.)
 - 2.5.2 Successful completion of the non-traditional program will entitle the student to re-enter regular classroom attendance and programming after the conclusion of the current semester

3. Division Responsibilities

- 3.1 Provide support to schools/students (i.e. alternative education opportunities).
- 3.2 Track course completion data to determine impact of the protocol.

Reference: Section 1, 12, 13, 14, 15, 18, 20, 22, 60, 61, 113, 126 School Act