



File JB-R

STUDENT ATTENDANCE

All students within the Division are expected to attend classes regularly. Academic success is obviously linked to attendance at school. The Board of Trustees and its administration therefore encourage students and parents to assume responsibility for school attendance.

1. All student absenteeism (Kindergarten to Grade 12) must be covered by an explanation from the parent, guardian, or responsible adult. Students over the age of 18 years and living away from home shall be responsible for their own attendance.
2. Each Principal will establish procedures for receiving explanations of student absenteeism from parents or guardians.
3. Explanations of student absenteeism must include:
 - a) the date;
 - b) information pertaining to the reason for the absence;
 - c) if in written form, the signature of the parent, guardian, or responsible adult.
4. Unexplained student absenteeism, chronic tardiness, and cases of truancy are to result in a home contact by the Teacher or Principal. Such contacts are to provide information and to solicit support to resolve the problem. Students who are chronically tardy may be denied access to class. Truancy cases shall be handled individually, utilizing a progressive discipline approach, based upon the circumstances of each situation.
5. Absences not covered by a satisfactory explanation, that have not been resolved by the school staff, are to be immediately referred, in writing, by the Principal to the appropriate member of the School Division staff or outside agency. Cases of chronic tardiness may also be referred in the same manner (i.e. School Counsellor, Division Attendance Officer, Superintendent's Department, R.C.M.P., Child and Family Services, etc.).
6. Students who are required to be absent due to chronic medical conditions or ongoing medical treatments shall make the necessary arrangements with the Principal.
7. Arrangements for family holidays, work schedules, camps, etc. during the school year should take into account school schedules such as exams. Parents are expected to discuss planned family activities that interfere with school with the Principal, at least one week prior to the start of the activity. Students who miss school for such activities will be expected to complete the work they miss and, to be ready to resume regular class work upon their return.
8. Students in Grade 9 to Grade 12 who are absent from an examination, due to illness, must immediately advise the Principal and may, under exceptional circumstances, be required to provide a medical certificate to verify the illness.