
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	IE
Policy Title:	Student Attendance
Cross Reference:	BFD,IC,IED,IGD
Legal Reference:	<i>Education Act S. 7, 8,9, 256</i>
Adoption Date:	April 23, 1997
Amendment or Re-	March 21, 2017
affirmation Date:	November 30, 2017

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THAT THE ROLES AND RESPONSIBILITIES OF PARENTS, STUDENTS, TEACHERS, AND PRINCIPALS WITH REGARD TO STUDENT ATTENDANCE ARE SPECIFIED IN THE EDUCATION ACT. THE BOARD BELIEVES THAT THERE IS A STRONG CORRELATION BETWEEN REGULAR ATTENDANCE AND STUDENT LEARNING. AS SUCH, THE BOARD OF TRUSTEES EXPECTS ALL STUDENTS TO ATTEND SCHOOL REGULARLY AND PUNCTUALLY AND EXPECTS PARENTS AND STUDENTS TO BE ACCOUNTABLE FOR THE DAYS WHEN STUDENTS ARE ABSENT.

DEFINITIONS

The preamble of the Education Act states that parents have a right and responsibility to make decisions respecting the education of their children.

1. The definition of “parent” and “student” is as defined under the Education Act
2. While parents provide the reason for the absence, it is the school that determines whether the absence is excusable or inexcusable.
 - 2.1. **EXCUSABLE ABSENCES** means an absence as defined in Section 7(4) of the Education Act:
 - 2.1.1. Illness or other such unavoidable cause;
 - 2.1.2. Religious holidays of the denomination to which the student belongs;
 - 2.1.3. An imposed suspension is in place;
 - 2.1.4. The student has been expelled and has not yet been enrolled in another education program;
and
 - 2.1.5. Other as approved by school administration.
 - 2.2. **INEXCUSABLE ABSENCES** shall include all other reasons for being absent and may be referred to as truancy.

REGULATIONS

1. Students are required to attend school regularly and punctually unless excused under the provisions of the Education Act.
 - 1.1. The definition of regular and punctual may vary depending on school and/or program and shall be defined by the school in relation to active participation in learning.

Policy IE – Student Attendance, Cont’d.

- 1.2. No person shall
 - 1.1.1. disturb or interrupt the proceedings of a school,
 - 1.1.2. disturb or interrupt the proceedings of a school meeting, or
 - 1.1.3. loiter or trespass in a school building or on property owned by a board.
- 1.3. Students not registered in the school may not partake in classroom activities without principal approval (this means friends and relatives of students who are not enrolled in the school shall not be approved to attend classes)
2. Each school is responsible to establish and publicize an attendance policy that reflects the general guidelines of this policy.
3. Schools shall have attendance policies and procedures in place which include a process for,
 - 3.1. tracking student attendance,
 - 3.2. keeping parents informed of student attendance issues,
 - 3.3. students and/or parents to notify the school of student absences, and
 - 3.4. consequences that may result from truancy
4. Schools shall make students and parents aware of their responsibility for regular and punctual student attendance and of consequences that may result from truancy.
5. Teachers shall keep accurate attendance records for each of their students using the Student Information System and report attendance to the principal and/or parents in accordance with school policies.
6. Students and parents shall account for student attendance absences including tardiness in a manner satisfactory to the school.
7. School administrators, consistent with the Education Act, shall determine whether absences are excusable or inexcusable based upon reasons and rationale communicated by the student and/or parent(s).
8. When students are inexcusably absent they are not automatically excused from classroom work or assessments they miss.
 - 8.1. Students excusable absent may or may not be excused from missed classroom work and/or assessments at the discretion of the teacher.
9. Parents and school staff should work collaboratively to enforce student attendance.
10. When in the judgment of the principal or designate a student’s absence record becomes a concern, the principal or designate shall initiate one or more of the following actions:
 - 10.1. encourage through discussion with the student;

Policy IE – Student Attendance, Cont’d.

- 10.2. hold a conference with the parent(s), student and/or school administration;
 - 10.3. adjust a program or schedule;
 - 10.4. provide counselling;
 - 10.5. deny school privileges;
 - 10.6. impose a suspension;
 - 10.7. recommend for expulsion; and/or
 - 10.8. other action deemed appropriate by the school administration.
11. When, in the judgment of the principal, a student is in repeated violation of the attendance provisions of the Education Act, and/or the school, the Attendance Officer is to be consulted.
- 11.1. If the attendance officer has reasonable and probable grounds to believe that a student is not attending school in accordance with section 8 of the Education Act, the attendance officer may enforce compulsory attendance up to and including: making an ex parte application to a judge or justice of the peace.

No Trespass Order

[DATE]

To: [NAME OF PARENT IF SENT TO PARENT]

At around [TIME] on [DATE], the principal of [SCHOOL NAME] was ... [DETAILS OF EVENT]. I have confirmed that [NAME OF STUDENT] did ...[DETAILS OF EVENT].

[STUDENT’S NAME]’s actions are in direct violation of section 256 of the Education Act which reads: “27(1) No person shall (a) disturb or interrupt the proceedings of a school and (c) loiter or trespass in a school building or on property owned by a board.

As [NAME OF STUDENT] [IS/IS NOT] a Horizon School Division student, is loitering on school grounds, and vandalizing school and student property, this letter serves as a “No Trespassing Order” for [STUDENT’S NAME] and notice of Section 2 of the Trespass to Premises Act, which states no person shall trespass on premises which that person has had notice not to trespass.

Should [NAME OF STUDENT] be present again on any Horizon School Division property, including, but not limited to, [SCHOOL NAMES] it will be considered a contravention of Section 256 of the Education Act and Section 2 of the Trespass to Premises Act. Should this occur, [STUDENT’S NAME] shall be prosecuted for a trespassing offence and liable to a fine up to a maximum of \$1,000.

Sincerely,

Cc: POLICE [INCLUDE NAME]
[NAME OF PRINCIPALS OF ADDITIONAL SCHOOLS WHERE TRESSPASS ORDER APPLIES]
Superintendent of Schools