



## Student Attendance and Engagement Policy

\*\*The policy is available here: [www.ednet.ns.ca/student-attendance-and-engagement-policy](http://www.ednet.ns.ca/student-attendance-and-engagement-policy)

### Key points for students and parents:

#### ABSENCES

- Students are expected to attend school every day, arriving on time and ready to learn.
- Parent/guardians are responsible for monitoring and ensuring their children maintain regular attendance, for each class, and arrive at school on time.
- Parents/guardians are responsible for communicating with the school regarding all absences.
- The NSDEECD (Nova Scotia Department of Education and Early Childhood Development) believes all absences impact a student's ability to learn and be successful. Attendance codes have been updated in Power School to align with the new policy. The code "Special Circumstance – SC" is no longer a valid code. **When you call to excuse your student, you will be asked for the reason for the absence.** All absences are recorded. Absences with a notification (excuse) will be recorded as Excused (E). ACT still exists as a code for school-based activities.
- Students in Grades 10-12 who miss 20% of class time are at risk of losing credit for one or all classes. Students who lose credit due to absenteeism are not eligible for credit recovery for that course.
- Students in Grades 10-12 who miss **18** or more classes (20%) in a semester are at risk of losing credit.
- Parents and students are reminded to monitor Power School to track absences and **have missed classes excused within 5 days**. Parent Portal log-in and password information can be picked up at the office.
- Teachers will reach out to parents when a student has accumulated 4 or more absences in their course. Further absences will result in an intervention with vice-principals and/or guidance counsellors, or other school-based personnel.
- The principal will make the decision with regard to loss of credit. This decision is final.
- Students who leave class or the school at any point during the day are expected to sign out in the Main Office. Signing out is NOT an excuse. A parent/guardian is still responsible for calling to excuse this absence.
- **It is important to note that missing half of a class - 35 or more minutes of a class - is equal to an absence (either because of late arrival or early departure).** This will be recorded as an absence because the student is not in class.

#### LATES

- According to the policy, missed time includes both absences and chronic lateness.
- Teachers and the office will record lates.
- **4 lates in a course is equal to ONE UNEXCUSABLE ABSENCE** and will impact both total attendance numbers and Exam Exemptions.
- Missing more than half a class (either by arriving late or leaving early) will result in an absence.