



The success of the educational process is predicated on the continuity of instruction. Therefore, the principal of each school at each level shall establish school rules and regulations in regard to attendance, with the cooperation of the parents and teachers as well as the understanding of the students. The Board expects that each principal shall:

1. Carry out the provisions of the School Act and Regulation;
2. Establish clearly for and with all concerned the school's expectation for attendance and punctuality; (refer to guideline 501.1-G)
3. Notify parents after three consecutive days of absence where no contact with parents has been made. A record of such notification shall be kept on file;
4. Report promptly all cases of truancy to the parent or guardian;
5. Establish procedures which will deal appropriately with truancy cases, calling on support services and/or community as required;
6. Publish annually the attendance rules and regulations for the school;
7. Review at least annually and as required the established attendance rules and regulations;
8. Within the restrictions established through the annual budget, develop a process for contacting and informing the parent/ guardian regarding absences of a student;
9. Report to the parent/guardian any lack of attendance which may result in the loss of course credit in a particular subject(s);
10. File with the Director of Instruction (Administration) a copy of procedures as well as a copy of rules and regulations for school attendance.