

RHDS GUIDELINES FOR THE NOVA SCOTIA SCHOOL ATTENDANCE & ENGAGEMENT POLICY

STEPS	PERCENTAGES	ACTIONS
STEP 1	5% (Contact #1)	Teacher meets with student and makes contact with home (via phone call or e-mail). Teacher refers parent/guardian to Attendance & Engagement Policy which outlines thresholds.
STEP 2	10% (Contact #2)	Teacher referral via email to Principal and Vice-Principal. Attendance Support Team (Administration, Subject Teacher, Guidance, and Program Support) meets with parent/student. Principal summarizes support plan with parent(s) and student.
STEP 3	15% (Contact #3)	Attendance Support Team meets with parent/student to agree and sign a Student Attendance & Engagement contract. Principal makes parent(s) and students aware of the potential risk of loss of credit in the specific course(s) and/or section(s).
STEP 4	20% (Contact #4)	<p style="text-align: center;">Grade P-9 Students</p> Principal reviews all documentation with Subject Teacher. Principal confirms interventions explored and implemented. Attendance Support Team contacts school and community supports & reports absences to Community Services Division. Principal meets parent/guardian to discuss supports/habits. Principal summarizes support plan with parent(s) and student. <p style="text-align: center;">Grade 10-12 Students</p> Principal reviews all documentation with Subject Teacher. Subject Teacher's discretion - credit status recommendation. Principal confirms interventions explored and implemented. A registered letter is sent explaining ineligibility for the credit. Principal contacts home to confirm lost credit status. The student can only be on school property to attend classes.

ELEMENTARY SCHOOL – PRIMARY-GRADE 6 – FULL YEAR				
TOTAL # POSSIBLE SCHOOL DAYS	5%	10%	15%	20%
187	9	19	28	37

JUNIOR HIGH SCHOOL – GRADES 7-9 – FULL YEAR					
CLASSES	TOTAL # POSSIBLE CLASSES	5%	10%	15%	20%
ENGLISH	176	9	18	26	35
MATH	176	9	18	26	35
CORE FRENCH	106	5	11	16	21
SCIENCE	106	5	11	16	21
PHYSICAL EDU.	106	5	11	16	21
SOCIAL STUDIES	70	4	7	11	14
TECHNOLOGY EDU.	70	4	7	11	14
FOOD & NUTRITION	35	2	4	5	7
HEALTHY LIVING	35	2	4	5	7

HIGH SCHOOL – GRADE 10-12 – FULL YEAR 1.0 CREDIT COURSE					
LENGTH OF CLASSES	TOTAL # POSSIBLE CLASSES	5%	10%	15%	20%
60 MINUTES	220	11	24	36	48

HIGH SCHOOL – GRADE 10-12 – SEMESTER 1.0 CREDIT COURSE					
LENGTH OF CLASSES	TOTAL # POSSIBLE CLASSES	5%	10%	15%	20%
60 MINUTES	110	6	11	17	22

HIGH SCHOOL – GRADE 10-12 – SEMESTER 0.5 CREDIT COURSE					
LENGTH OF CLASSES	TOTAL # POSSIBLE CLASSES	5%	10%	15%	20%
60 MINUTES	55	3	6	8	11

