

Policy 1029: Senior Years Return to School

Purpose: To provide a structured, equitable, and student-focused process for re-engaging students who have stopped attending classes. This policy reflects provincial legislation, aligns with NNCEA’s attendance and late enrolment guidelines, and supports student success.

Definition of Non-Attending Student

A student is considered **non-attending** when they:

- Have not been present for **15 consecutive school days** without approved leave or explanation.
- Show disengagement despite intervention (e.g., no communication, not completing work).
- Fall below the **65% minimum attendance requirement** (as per Policy 1007) and have not created a re-entry plan with the Academic Advisor.

These students will be **flagged in PowerSchool as “Non-Attender.”**

Re-Enrolment Eligibility and Procedure

Students who return after being flagged as “non-attending” may be eligible to re-enter school under the following conditions:

A. Initial Review

- The student must meet with the **Academic Advisor** and **Attendance Officer** to review attendance history and current academic standing.
- Students returning **within 20 school days of the semester** may be placed back into existing classes.
- After 20 school days, students **may not be eligible to re-enroll in regular semester courses**, unless under approved exceptions (see below).

B. Support Plan Development

- A **Student Re-engagement Plan** must be developed, including:
 - A credit review and transcript check
 - A catch-up plan and attendance contract
 - Literacy/numeracy screening (Student Success Team)
 - Mental health and social needs assessment (if applicable)

Roles and Responsibilities

Academic Advisor

- Conducts intake meetings and coordinates a re-engagement plan.
- Communicates with teachers to develop realistic expectations for course success.
- Helps determine whether a **modified course load** or alternate programming is needed.

Attendance Officer

- Tracks student re-engagement attendance for the first 30 days.
- Meets with student and guardians to reinforce expectations.
- Organizes home visits or outreach if early warning signs reappear.

Student Success Team

- Conducts assessments (literacy, numeracy, learning gaps).
- Recommends in-class support or alternate programming.
- Collaborates on interventions for students requiring accommodations or trauma-informed support.

Exceptions:

Exceptions to the 20-day re-enrollment rule may be made in cases of:

- Bereavement
- Family relocation
- Hospitalization or mental health crisis
- Emergency foster care or child welfare placements
- Illness or Injury

These cases require:

- Documentation (e.g., note from social worker, counselor)
- Principal approval
- Review by Academic Advisor and Student Services team

Alternative Programming Options

For students returning after 20 school days who are not eligible for regular course re-enrollment, alternative options include:

- Modified credit recovery programming
- Life skills, literacy, and numeracy enrichment
- Scheduled re-entry into the next semester
- Community-based or land-based education (if applicable)

Record Keeping and Communication

- All steps, meetings, and plans must be documented in the student's file and PowerSchool.
- Communication logs with caregivers and service teams must be maintained.
- Monthly reports on re-enrolled students will be submitted to the Director of Education.