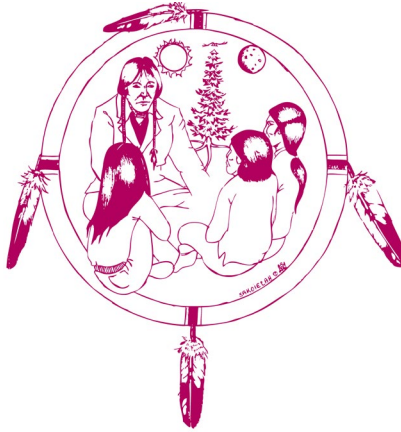


Ahkwesāhsne Mohawk Board of Education



POLICY 504 STUDENT ADMISSION, ATTENDANCE, AND RECORDS

Please Note:

AMBE policies are governance documents that state the Board's decision related to an area of operation by stating purpose, guiding principles, basic procedures, and key responsibilities.

AMBE senior management is accountable for implementing Board policies, and expected to exercise good judgment when implementing the policies in the context of day-to-day operations. Where appropriate, senior management may decide to develop specific guidelines and procedures, Administrative Frameworks, to ensure the appropriate implementation of Board policy.

This policy was adopted for the first time by the Ahkwesāhsne Mohawk Board of Education (AMBE) on:
January 20, 2021

Subsequent amendments:
_____, 20__

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1. Purpose

The purpose of *Policy 504 - Student Admission, Attendance, and Records* is to establish the Ahkwesāhsne Mohawk Board of Education guidelines for student admissions, student attendance and student records.

2. Definitions

Alphabetical Order

2.1	Akwesasne Students	All students under the jurisdiction of the <i>Mohawk Council of Akwesasne</i> who have the right to access AMBE early childhood, elementary, secondary and post-secondary programs and services.
2.2	The Board or AMBE	Refers to the <i>Ahkwesāhsne Mohawk Board of Education</i> , which includes both the governance and administrative structure.
2.3	Board Members	Includes both Trustees and Ex-officio Members.
2.4	Board of Trustees	A duly called meeting of Trustees to conduct the official business of the <i>Ahkwesāhsne Mohawk Board of Education</i> .
2.5	Center	The term “center” is used in reference to the establishments through which AMBE provides Children’s Services, Post-Secondary, and Continuing Education programs and services.
2.6	The Council or MCA	<i>Mohawk Council of Akwesasne</i> .

2.7	Director of Education	The executive officer and lead manager of the <i>Ahkwesāhsne Mohawk Board of Education</i> who is directly accountable to the Board for the administration of the Board’s schools, centers, programs and services and the management of its human, financial and material resources. The <i>Director of Education</i> is an Ex-officio member of the Board.
2.8	Equity	Treating students, parents/guardians, teachers, staff, management and all members of the <i>Ahkwesāhsne Mohawk Board of Education</i> community with fairness, impartiality and the principles of merit.
2.9	Particular Needs	The term “particular needs” is used to assist in the identification of a student’s unique social, emotional, or physical needs, that may or may not affect their ability to function in a school setting. If a student’s particular needs are determined to affect the student’s ability to learn, consideration will be given to the appropriate services for students with special needs.
2.10	Proactive	Acting thoughtfully in consideration of a student’s particular or potential needs.
2.11	School Year	The school year is from August 1 st to June 30 th .
2.12	Trustees	Elected member of the <i>Ahkwesāhsne Mohawk Board of Education</i> as established by the <i>Mohawk Council of Akwesasne</i> and defined in AMBE policy.

3. Principles and Directives

3.1. Student Admission

General Provisions:

3.1.1. The Ahkwesāhsne Mohawk Board of Education believes that:

- Entrance into the school system must be determined by what is in the best interest of the student, however, the Board further believes that providing a child with early opportunities to learn and interact with other children will assist the child in her/his development;
- A student admitted to an AMBE school or center should be placed in the most appropriate grade level, program, or course to ensure their success;
- At the time of admission, when parents /guardians indicate their child has particular need, or an adult student self-identifies that they have a particular need, the school or center will consider a proactive placement based on the student’s particular needs; and
- The AMBE has the responsibility during the admission process to consider a student’s particular needs to determine if a student’s particular needs will affect the student’s ability to learn, and if consideration should be given to the appropriate services for students with special needs.

Determining Admission for the Youth Sector:

3.1.2. Children who have reached the age of six (6) by the date on which school opens are mandated to attend school unless excused by the Director of Education.

3.1.3. A child who reaches the age of 6 years after the date on which school opens, but by September 30th of the school year may be admitted to Grade 1 if the school determines the child is ready for Grade 1.

3.1.4. Children who have reached the age of 4 and 5 by September 30th may be accepted for enrollment in pre-kindergarten or kindergarten respectively.

- 3.1.5. The Ahkwesāhsne Mohawk Board of Education recognizes that:
- A child’s family, school, and community interact and influence his or her development; and
 - Early intervention programs (*such as “Head Start”*) can provide children with a positive sense of themselves, a desire for learning and opportunities to develop fully and successfully.

Determining Admission for the Adult Sector:

- 3.1.6. Each AMBE center will establish the criteria for admission based on the programs and services it offers.
- 3.1.7. The Ahkwesāhsne Mohawk Board of Education recognizes that with the resources available to its centers:
- Students should be provided with post-secondary and continuing education services that will improve a student’s quality of life and employability skills and certification; and
 - Students that do not meet the requirements for a post-secondary or continuing education program or service should be provided with an opportunity to attain the requirements.

3.2. Student Attendance

General Provisions:

- 3.2.1. The Ahkwesāhsne Mohawk Board of Education believes that all students should attend classes regularly and punctually.
- 3.2.2. Everyone from the age of four (4) to twenty one (21) has the right to attend school if the requirements of the Board and school are met.

Attendance Provisions for the Youth Sector:

- 3.2.3. Parents/Guardians and the school share the responsibility of ensuring students’ regular attendance and punctuality.
- 3.2.4. In order to maintain an interest in education and school attendance, parents/guardians and the community must be kept informed about issues, achievements, and programs within the school.
- 3.2.5. Attendance records may be used as part of student promotion policies.

Attendance Provision for the Adult Sector:

- 3.2.6. The Ahkwesāhsne Mohawk Board of Education recognizes that successful completion of programs and certification is directly linked to a student’s regular attendance;
- 3.2.7. Post-secondary and continuing education students have the responsibility to ensure their attendance and punctuality; and
- 3.2.8. The center will develop ways to support and assist students who struggle with regular attendance and punctuality.

3.3. Student Records

- 3.3.1. The Ahkwesāhsne Mohawk Board of Education believes that:
- Up-to-date student records are of assistance to staff in their planning to best meet the needs of each student;

- Student records should provide a well-balanced record of achievement and areas in need of improvement; and
 - The records provide a basis for discussing progress with regards to educational goals with students and their parents/guardians if the student is of minor age.
- 3.3.2. The Ahkwesāhsne Mohawk Board of Education requires that the information contained in the student record file shall be kept confidential.
- 3.3.3. Schools and centers are responsible for ensuring that students' records are kept up-to-date and confidential.

4. Procedures

4.1. Student Admission

Youth Sector Admissions:

- 4.1.1. When a Parent/Guardian request admission for their child, the school will assess the child's needs to ensure that they are placed in the most appropriate grade level.
- 4.1.2. In implementing early intervention programs (*such as "Head Start"*) AMBE will ensure:
- AMBE develops and implements criteria to identify children who will benefit most from the program;
 - Outreach processes are established to ensure eligible children are enrolled;
 - Children who will benefit most from the program will be encouraged to attend; and
 - Students who will benefit most from the program will receive priority when spaces are limited.
- 4.1.3. School entrance readiness shall be decided after consideration of the following:
- A recommendation from Childcare Center, or other Agency if applicable;
 - Approved readiness test;
 - Results of checklist of developmental level (*social, emotional and physical*);
 - Psycho-educational testing as deemed necessary and age appropriate; and
 - The child's physical health and development.
- 4.1.4. If a parent indicates or signals that their child has particular needs, through appropriate questioning and evaluation as required the school will determine what the student's particular needs may be and if this will impact the student's ability to succeed at school.

Adult Sector Admissions:

- 4.1.5. When admitting adult students to a post-secondary and continuing education programs, AMBE will ensure:
- The student has met required prerequisites for the program or service of their choice;
 - If the student does not have the required prerequisites, the student is provided with recommended opportunities to obtain the prerequisites;
 - If the student self-identifies as having particular needs, through appropriate questioning and evaluation as required the center will determine what the student's particular needs may be and if this will impact the student's ability to succeed in the program or service of their choice; and
 - Based on the resources available to the center, provide the students with the appropriate accommodations to provide the student with the greatest opportunity for success.

4.2. Student Attendance

- 4.2.1. AMBE is responsible for identifying and mitigating any discriminatory practices within their means that limit equity of access and engagement by students, parents/guardians, and the community in the education system.
- 4.2.2. Strategies shall be developed to secure full and regular attendance of students.

Attendance in Youth Sector Schools:

- 4.2.3. Parents/Guardians are responsible for working with the school to ensure that their child attends school regularly, and that they contact the school if their child will be absent or late for the start of school.
- 4.2.4. School attendance regulations, including measures to encourage student attendance and possible consequences for absences without reason, shall be included in the school handbook.
- 4.2.5. The Principal will ensure that a monthly summary of student attendance is provided to the Director of Education.
- 4.2.6. The Principal will ensure parents/guardians are made aware of their child's attendance records, and the resources and community services available to support them and ensure active participation in their child's education.

Attendance in Adult Sector Programs:

- 4.2.7. The Center Manager will ensure that students are made aware that regular attendance is required to achieve successful completion of programs and certifications.
- 4.2.8. The Center Manager will ensure students are made aware of available resources to assist them with achieving regular attendance and punctuality.

4.3. Student Records

- 4.3.1. A cumulative record (*as required by the Ontario Education Act*) must be maintained for each student in the school.
- 4.3.2. Each file shall be reviewed annually and updated as necessary to provide an accurate record of the student's education.

- 4.3.3. Retention period for student records shall be as outlined in the Ontario Student Record Guideline.
- 4.3.4. Destruction of information in the student records shall be done in a way that ensures complete and confidential disposal.
- 4.3.5. Student records must be stored in a safe and secure manner at all times.
- 4.3.6. Files of students leaving the schools of the Board will be forwarded to the receiving school; and
- 4.3.7. No information contained in the student record file can be released unless a consent form is signed by the parent/guardian for students of minor age, or the student upon reaching the age of eighteen (Section 266 of the Ontario Education Act).

5. Roles and Responsibilities

5.1. Board Members will:

- Ensure that this policy is implemented under the direction of the Director of Education; and
- Ensure this policy is reviewed in accordance with the provisions of section 6 of this policy.

Student Admission

- Ensure that schools and centers have clearly articulated administrative procedures, school eligibility and enrollment criteria;
- Ensure schools and centers develop and approve school readiness criteria; and
- Ensure the admission process considers a student's particular needs.

Student Attendance

- Develop and/or approve attendance policies;
- Promote education and involve community members in the educational process;
- Ensure parents/guardians for a child of minor age are made aware of their child's attendance record and are made aware of resources and services available to support them and ensure active participation in their child's education;
- Ensure post-secondary and continuing education students are made aware that regular attendance is required to achieve successful completion of programs and certifications; and
- Ensure post-secondary and continuing education students are made aware of resources and services available to support them and ensure their success.

Student Records

- Ensure data collection, use, storage, retention and release of student records is in accordance with the Ontario Education Act; and
- Ensure the AMBE has appropriate student record protection and disposal practices.

5.2. The Director of Education will:

Student Admission

- Evaluate and approve/deny student admissions applications when requested by school principals and/or student registrar.

Student Attendance

- Ensure schools develop strategies to secure full and regular attendance of students.

Student Records

- Facilitate the collection, use, storage, retention, and release of student records in accordance with AMBE practices and Ontario Education Act;
- Ensure the appropriate security measures are in place to protect student records; and
- Ensure the AMBE exercises appropriate student record protection and disposal practices.

5.3. The Parents/Guardians will:

Student Admission

- Ensure their children are enrolled in school by the time they reach six (6) years of age; and
- During the school admissions process, indicate any particular needs their child may have.

Student Attendance

- Support and encourage their child's punctuality and regular attendance;
- Notify the school prior to or on the day of their child's absence; and
- Contact the school in advance of any planned, extended periods of absence.

Student Records

- Receive and review their child's records issued by the school; and
- Consent to release of student records information as required.

5.4. The Student will:

Student Admission

- For post-secondary and continuing education students, self-identify if they have particular needs.

Student Attendance:

- Attend school regularly as required by school policy;
- Arrive punctually for school sessions; and
- Observe school rules.

Student Records:

- For students 18 years of age and older, consent to release of their student records information as required.

5.5. The Principal and Center Managers will:

Student Admission

- Participate in the school readiness evaluation process and make recommendations.
- In consultation with school staff, evaluate whether a student's particular needs represent special needs that will require additional services.

Student Attendance

- Work with parents/guardians, students, and teachers to ensure the school attendance policy reflects the educational values of the community.
- Investigate persistent absenteeism.
- Ensure awareness of available services and resources to ensure student success.

Student Records

- For students of minor age ensure a monthly summary of student attendance is provided to the Director of Education.

5.6. The Teachers and Instructors will:

Student Admission

- Participate in the school readiness evaluation process and make recommendations.
- Assist in evaluating whether a student's particular needs represent special needs that will require additional services.

Student Attendance

- Support and encourage student punctuality and regular attendance.
- Record and monitor student attendance and when concerns are identified, contact the student and parent/guardian to meet and discuss attendance.
- When possible, permit students with excused absences the opportunity to complete missed assignments and tests.

Student Records

- Ensure student progress information is submitted as required to maintain up-to-date student records.
- Use student records as a basis for discussing progress with students and parents/guardians.

6. Policy Review and Revision

6.1. Principles and Directives:

- 6.1.1. It is important for the policies of the Akwesāhsne Mohawk Board of Education to remain current and serve the best interest of Akwesasne students and the Akwesasne community.
- 6.1.2. The Board of Trustees recognizes that this policy should be reviewed at a minimum of every 5 years and/or when the legal or regulatory requirements of the Mohawk Council of Akwesasne change or the Board must meet new government obligations.

6.2. Procedures:

- 6.2.1. The Board of Trustees will establish a timeline for the regular review of this policy that requires the policy be reviewed at the minimum 5 years from the date of approval by the Board or as required by new circumstance or obligations.

6.3. Roles and Responsibilities:

- 6.3.1. Board of Trustees will:
 - Establish a timeline for the regular review of this policy and ensure that it is respected; and

- Ensure that this policy is reviewed at a minimum every 5 years from the date of approval, or when the legal or regulatory requirements of the Mohawk Council of Akwesasne change or the Board must meet new government obligations.

6.3.2. The Director of Education will:

- Initiate a review of this policy at a minimum every 5 years from the date of approval, or when the legal or regulatory requirements of the Mohawk Council of Akwesasne change or the Board must meet new government obligations.