

# FORT LA BOSSE SCHOOL DIVISION

## TITLE – **ATTENDANCE POLICY**

POLICY - **JH**

Approval Date -23/04/12

Cross Reference – **JE JEC  
JEC (R)**

Resolution # - 125/12

Implementation - 23/04/12

Legal Reference – The Public Schools Act, Sections 58.6,58.7,58.10, 96, & 258-279 Manitoba Regulation 468/88, Sections 7,8,9,10,35(2),40.1(1),40.1(2),40.2,41,42,42(2)

Last Reviewed - 23/04/12

The Fort La Bosse Board of Trustees has adopted an attendance policy based on the following beliefs about attendance and learning:

- The primary purpose in school is to foster student learning.
- Regular and punctual attendance enhances the chances for successful student learning.
- Developing a pattern of regular and punctual attendance gradually moves from a parental focus to a student focus dependent on student maturity.
- The responsibility for maintaining regular and punctual attendance gradually moves from a parental focus to a student focus dependent on student maturity.
- Parents, teachers and administrators all have a role to play in supporting students in maintaining regular attendance.
- Fort La Bosse School Division is committed to taking preventative measures in collaboration with parents/guardians and students to avoid problems with students' attendance, and where necessary, to facilitate plans for improvement.
- Fort La Bosse School Division is committed to the enforcement of Compulsory School Age as set out by The Public School Act and Manitoba Regulations:

### **RESPONSIBILITIES OF STUDENTS**

Fort La Bosse School Division understands and expects that the level of responsibility assumed by the student related to matters of attendance will be dependent on the student's age and grade.

1. It is the responsibility of the student to maintain regular and punctual attendance and to participate fully in the learning activities of the classroom.
2. Due to the cumulative nature of learning and evaluation, the student is expected to obtain and complete the work and/or assignments for any missed class(es).

3. If a pattern of poor attendance develops, students are expected to develop and implement a plan to improve attendance and/or performance.
4. Students are requested to arrange personal appointments for days when school is closed.
5. Students should advise their teacher(s) in advance of any planned absence, e.g. field trip, medical appointment.

### **RESPONSIBILITIES OF PARENTS**

Parents are encouraged to work closely with their child(ren) on attendance responsibilities as the child(ren) progresses through the school system, and to cooperate with the school by:

1. carefully monitoring their child (ren)'s health to determine if it is appropriate for the child(ren) to attend school.
2. notifying the school prior to or on the day of their son's/daughter's absence;
3. arranging appointments for students or family vacations on the days when school is closed.
4. contacting the administration in advance of any planned, extended period of absence.
5. monitoring the student's attendance pattern and when a concern arises, contacting the teacher to cooperatively develop an improvement plan with the student.
6. supporting the student's improvement plan as necessary.

### **RESPONSIBILITIES OF TEACHERS**

Teachers will foster student learning by encouraging regular, punctual attendance, and by providing homework assignments for students who are legitimately absent. Teachers will check on attendance regularly by:

1. recording student attendance, and forwarding such reports to the office.
2. monitoring students' attendance patterns, and when a concern arises, contacting the student and parent to create an improvement plan. The development of the plan may include the Student Support Team to review the academic programming.

### **RESPONSIBILITIES OF ADMINISTRATORS**

School administrators will foster student learning by encouraging regular punctual attendance, and following up when students are showing poor attendance patterns by supporting attendance improvement plans, and engaging the assistance of the division Attendance Officer when it is deemed necessary.

1. The school administration will ensure that student attendance is reported to parents.
2. When concerns about a student's attendance pattern are brought to his/her attention, the administrator may meet with the student, teacher and/or parent as appropriate, to support the improvement plan.
3. The school administrator will complete monthly attendance summary forms and submit them to the division office at the end of each month.
4. The school administrator will report attendance concerns to the division Attendance Officer in a timely manner.

**RESPONSIBILITIES OF THE FORT LA BOSSE ATTENDANCE OFFICER**

When concerns about a student's attendance pattern are brought to his/her attention, the attendance officer may take any of the following actions:

1. Meet with student, parent, and school staff to support the improvement plan
2. Try to locate a student who is truant.
3. The Attendance Officer shall report attendance concerns to the Superintendent of Schools.
4. In cases of unexcused, prolonged absenteeism, the Attendance Officer may take legal action as per the provisions of the Public Schools Act.

