



## **Student Attendance**

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The Park West School Board expects that all students attend school daily and be present for all classes.

### **Attendance**

In order to be considered in attendance, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending a school activity which has been officially authorized under the policies of the Board. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity.

The Park West Board authorizes the Superintendent/CEO to be responsible for designating what shall be a school-related activity consistent with the policies of the Division and the Laws and Regulations of the Province of Manitoba.

The Board authorizes school principals to record as present those pupils attending school-related activities as designated by the Superintendent/CEO; providing the pupil's attendance at the school-related activity has the prior approval of the principal or the appropriate school official.

### **Excused Absences**

The Superintendent/CEO, principal or teacher who is in charge of a school shall have the right to excuse a student from attendance on account of sickness or other unavoidable cause which does not constitute an unlawful absence as defined by this policy. The following shall constitute valid/lawful excuses for the temporary non-attendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school official:

#### **1. Illness or Injury**

An absence may be excused when the absence results from illness or injury which prevents the student from being physically able to attend school.

#### **2. Quarantine**

An absence may be excused when isolation of the student is ordered by the local health officer.

#### **3. Death in the Immediate Family**

An absence may be excused when it results from the death of a member of the immediate family of the student. For the purposes of this regulation, the immediate



family of a student includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.

4. Medical or Dental Appointments

An absence may be excused when it results from a medical or dental appointment of a student and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.

5. Court or Judicial Proceedings

An absence may be excused when it results from the attendance of a student at the proceedings of a court or a judicial tribunal if the student is a party to the action or under subpoena as a witness.

6. Religious Observation

An absence may be considered lawful if the tenets of a religion to which a student or his/her parent adhere, require or suggest observance of a religious event. The approval of such absences is within the discretion of The Park West Board, but approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.

7. Educational Opportunity

An absence may be lawful when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence.

**Unexcused Absences**

1. A student's willful absence from school with or without the knowledge of the parent, or
2. A student's absence from school for any reason other than those listed under "Excused Absences."

Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from the school, or parents who permit a student to stay at home or to be employed in any way contrary to the Laws of Manitoba, shall be responsible for the nonattendance of the student and may be prosecuted.

This procedure for student attendance further incorporates by reference any additional rules and regulations under The Public Schools Act of Manitoba governing compulsory school attendance, attendance records and student/parental accountability.



### **Enforcement**

Schools shall develop conduct rules for attendance, and shall regularly inform students of the school's expectations for attendance and punctuality, and the process by which the student should respond when there is inability to attend or lateness occurs. Teachers shall be expected to identify and report school attendance problems to the school principal.

Each principal in the Park West School Division shall have the authority and duties of The School Attendance Officer as identified in the Laws and Regulations of the Province of Manitoba.

Month-end Attendance Reports shall be carefully reviewed by each school principal, who shall be responsible to ensure that appropriate action is taken for any identified school attendance problem. Appropriate response shall include:

- a. The principal shall ensure that students receive counselling.
- b. The principal shall contact the parent(s)/guardians(s).
- c. The principal shall send a letter to the parent(s)/guardian(s) with a copy to the Superintendent/CEO.
- d. If regular attendance is not achieved, students shall be referred to the proper authorities, and/or may lose the privilege of attending school or receiving credit for courses.