
Board Governance Policy Cross Reference: [1, 9, 12, 13](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Student-Specific Plan \(SSP\) Form in Clevr](#)

Legal/Regulatory Reference:

[The Public Schools Act](#)

[The Education Administration Act](#)

[The Human Rights Code](#)

[The Protecting and Supporting Children \(Information Sharing\) Act](#)

[The Freedom of Information and Protection of Privacy Act](#)

[Standards for Appropriate Educational programming in Manitoba \(2022\)](#)

Students who attend school regularly are more engaged in learning, have a greater opportunity to access school and community resources, have a greater sense of belonging, and are more likely to reach their full potential. Student presence and engagement is required for success.

Student absence is a serious impediment to a student's educational performance and well-being. Absenteeism can have lasting negative impacts on student achievement, graduation rates, transition to post-secondary education, employment, and social inclusion, as well as on the community at large.

The Interlake School Division (ISD) commits to work across the system to enhance student presence and engagement.

A. Definitions and Terminology

Presence: When a student attends and participates in the school or classroom on the days in which they are required. This is an entry point to being able to engage students in the process of learning. Students may be present even if they are not physically within a classroom, depending on their student-specific plan.

Engagement

Preventative practices to enhance student engagement, well-being, and success can include the following:

- creating a safe, welcoming, and culturally responsive school environment for students;
- addressing gaps in nutrition and basic needs;
- improving student and parent/guardian engagement with school; and/or
- enhancing visibility of staff at transition times throughout the school.

D. Documenting, Monitoring, Analyzing, and Reporting

ISD schools will:

- ensure consistent, daily recording procedures on student presence and absence, including whether absences are excused or unexcused;
- monitor enrolment data to ensure that all students expected to be present are in school. This includes comparing enrolment registers year over year, as well as reviewing unclaimed pupil files and homeschool reports from the department;
- discuss student presence and absence at school-based Student Support Team meetings;
- designate a case manager to investigate and identify the causes of student absences and determine the appropriate supports that are required to promote regular attendance; and
- implement an early warning system and non-punitive outreach protocols to identify students who are likely to experience chronic absenteeism.

- For Kindergarten to Grade 8:
 - the School Administrative Assistant will make daily contact with parents/guardians for unexcused absences by phone within the first instructional block (60 minutes) of morning classes;
 - the Teacher will notify parents/guardians by phone or email whenever a student absence is a cause for concern;
 - the Teacher will notify parents/guardians by phone or email when a student absence reaches the chronic absenteeism level; and
 - the Teacher will notify the Principal by email when a student absence reaches the chronic absenteeism level.
- For Grade 9 to Grade 12:
 - schools will use the SchoolMessenger automatic dialler to make daily contact by phone with parents/guardians for unexcused absences;
 - the Teacher will notify parents/guardians by phone or email whenever a student absence is a cause for concern;
 - the Teacher will notify parents/guardians by phone or email when a student absence reaches the chronic absenteeism level; and
 - the Teacher will notify the Principal by email when a student absence reaches the chronic absenteeism level.
- For Kindergarten to Grade 12, the Principal will:
 - monitor and review student attendance data; and
 - oversee the student-specific planning process, including the assignment of a case manager for students experiencing chronic absenteeism.

ISD

Date Adopted: