

GP Vanier Secondary School

Supporting Student Attendance: Roles and Responsibilities

Purpose: To support student learning and engagement at school through consistent attendance

Roles and Responsibilities

Students: are expected to be responsible participants in their school program. This includes:

- Being in class on time and staying for the entire period
- Having all materials needed for the class to fully participate
- Reach out to teacher, by email for missed work due to absence and to communicate with teacher upon returning to ensure everything is completed
- Responsible for their own absence – ensure parent calls in to excuse absence
- Sign out at the office when leaving school

Parents: are key supporters of student responsibility and success at school. This includes:

- Ensure student leaves home with sufficient time to arrive at school on time for their first class
- Personally, notify the school office by phone or email when an excused absence is occurring (medical or other appointment, family reasons, etc.)
- Support teacher on mandatory Flex Day attendance
- Support teacher on mandatory Homework Club attendance

Teachers: are responsible for tracking student attendance in all classes and following up as required. This includes:

- Daily recording of absences from each class in MyEdBC
- Track student attendance using the “Trends” tab in MyEdBC
- Proactively communicate with students regarding attendance concerns as they emerge (3 + absences)
- Work collaboratively with parents, make contact at home by either phone or email and include Counsellors and Administrators
- Invite students to Flex day
- As much as possible, ensure students remain in class for the entirety of the block, keeping in mind the 15/15 (first 15 and last 15 of every class)
- Encourage student communication by email when absent
- Refer students to alpha Counsellor and Vice Principal for chronic absences

Administrators: Administrators monitor overall attendance tracking and implement disciplinary actions as required. This includes:

- Review daily/weekly reports of classroom attendance reporting by teachers through MyEdBC
- Responding to teacher notifications of student attendance concerns
- Implement progressive interventions

Counsellors:

- Work collaboratively with teachers, students, parents, and administrators to support regular attendance

Progressive Intervention Model

Unexcused absences

- Teacher meets with student after first unexcused absence
- After 3 unexcused absences the teacher contacts home regarding attendance concerns. If done electronically, please cc the appropriate Administrator/Counsellor/LST

Continuation of unexcused absences

- Administration meets with student and an attendance plan is collaboratively developed
- Student is expected to complete the learning outcomes missed during their absences
- After consultation consequences may include, but not limited to lunch time detentions, make up time and learning outcomes in in-school suspension room, altered schedule, behaviour contract, etc.

Continued Chronic Absenteeism

- At reporting time, in consultation with teachers, counsellors, LST, parent, student and administration, options will be discussed such as whether student has earned the right to receive credit for course, repeat the course next semester or year, repeat the course in an alternate setting or through a different presentation model.