

## Attendance/Regular Student Contact

- It is important to emphasize that school staff are in the best position to monitor attendance through regular student contact.
- The impactful nature of pandemic events can be accompanied by increased rates of domestic violence, substance abuse and other traumatic situations that affect the health and safety of students. Professional staff must be reminded of their “Duty to Report” if they become concerned about student safety.
- Attendance is likely the wrong terminology. It might be more useful to use a term like “regular student contact”.
- It will be important to delineate responsibilities in order that all students are tracked.
- Teachers should be the first point of contact since they typically have the closest daily contact with students.
- Weekly contact is a minimum. More regular contact is highly recommended.

Attendance/Regular Student Contact	
<b><i>Teachers</i></b>	<ul style="list-style-type: none"> <li>• At a minimum, teachers connect with and document the connection with students at least once per week by               <ul style="list-style-type: none"> <li>○ Telephone</li> <li>○ Email</li> <li>○ Skype</li> <li>○ Zoom</li> <li>○ Google Classroom</li> <li>○ Other methods as appropriate</li> </ul> </li> <li>• If unable to reach student, teacher is responsible for at least one additional attempt.</li> <li>• If still unable to reach student, referral is made to school administration to follow up.</li> </ul>
<b><i>School Administration</i></b>	<ul style="list-style-type: none"> <li>• Depending on size of student population, school administration may follow-up directly or may refer to “School Attendance Team (SAT)”.</li> <li>• SAT made up of administrators, counsellors, non-enrolling teachers, EAs, office staff, and other available personnel who can take on this task on a daily basis.</li> </ul>

<p><b>School Administration</b></p>	<ul style="list-style-type: none"> <li>• Level of follow-up determined by administrator/SAT. Follow-up can include: <ul style="list-style-type: none"> <li>○ Additional phone calls, emails, etc.</li> <li>○ Contact with community agencies</li> <li>○ Family Liaison Workers</li> <li>○ Other interventions as appropriate to the individual circumstance</li> </ul> </li> <li>• If still unable to reach student, referral is made to District Office.</li> </ul>
<p><b>District Office</b></p>	<ul style="list-style-type: none"> <li>• District Attendance Team (DAT) is established made up of senior leadership member, Student Services Staff, and other staff appropriate for this focus.</li> <li>• Level of follow up determined by DAT may include: <ul style="list-style-type: none"> <li>○ Community Agencies</li> <li>○ Ministry of Children and Family Development</li> <li>○ Police Services</li> <li>○ Other agencies or individuals who can intervene and provide support</li> </ul> </li> </ul>
<p><b>Reporting</b></p>	<ul style="list-style-type: none"> <li>• Teachers provide a formal weekly report of students with whom no contact has been made to school administration. More frequent reports will be appropriate for some students.</li> <li>• Principals provide to the district office a weekly summary report of students with whom no contact has been made. Superintendents provide a district summary report to the Ministry of Education indicating numbers of students with whom no contact has been made during each week.</li> </ul>
<p><b>Ministry of Education</b></p>	<ul style="list-style-type: none"> <li>• Monitor total number of students with whom no contact has been made.</li> <li>• Engage with superintendents regarding enhanced strategies and inter-agency efforts specifically for students in vulnerable situations.</li> </ul>