

### Attendance Response Levels for High School

When students are absent (for any reason) there are impacts on learning, continuity, work load (for students and teachers) and thus stress, anxiety and tiredness. The social-emotional impacts of missed school can become significant to the point of medical care, course and credit selection, or non-completion of required credits. Furthermore, we must reconcile attendance for the Ministry of Education for credits earned and for funding.

To support the high school in developing a framework for caring and supporting our students there needs to be varying levels of responsibility. The aim of this is to better support students leaving or returning from absence.

Attendance (%)	< 10 %	10 < 20 %	> 20 %
Response	Student works with course leader (ML or Track teacher) to catch up on missed work.	High School Chair and/or Advisor manage and keep track of how student is catching up on work. Student expected to attend homework club. Director of Education must be kept in the loop.	Director of Education and High School Chair involved in managing school work, credits, path to grad and reintegration
Medical information	Needed if 3 consecutive days are missed due to health.	Needed if 3 consecutive days due to health. Director of Education must be kept in the loop.	Detailed medical information required to develop support plan for student
Long-term absence proposal forms	Required if absence not due to health, and is more than 3 days	Required if absence not due to health	Required if absence not due to health
Examples	A student takes a few days off around Nov. Break to go to Hawaii. No medical or LAPF required. Student catches up by asking friends and teacher.	A student's family proposes missing a week of school due to family holiday. A LAPF is required and must be submitted 3 weeks prior to absence, If due to illness, a MF is required.	A student regularly misses school due to health. MFs are required. An ILP may be developed to support student. High School Chair is involved with plan. If due to regular holidays, student will be required to take courses online, hire tutors to catch up etc.