



GUIDELINES FOR CONCERTED ACTIONS REGARDING DROPOUTS

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PREAMBLE

For the past several years, the Estrie region has been near the top of the list regarding school dropout with a rate of 31.6% for the public sector in 2005-2006. Nearly 1 000 young *Estriens* (including Massey-Vanier students) left school in 2005-2006 without obtaining a high school diploma or qualification!

Within the Eastern Townships School Board, the picture is not better. In 2004-2005, 41.6% of our students who left school did not have a diploma or qualification and were not registered in any Quebec educational institution the following year. In 2005-2006, our dropout rate improved to 33.7% which represented 148 students that dropped-out.

Therefore, it was a Board decision to update the list of reasons for leaving school in order to have a better portrait of our dropouts and to identify their reasons for dropping-out. Having the reasons why our students are dropping-out will then give us much more knowledge as to the type of actions we should be taking in order to keep our students in school.

It was also decided to develop guidelines for concerted actions concerning dropouts. These guidelines are to be used to reach out to all students who do not return to school in September, but were registered in our schools. It is also to be used when a student makes the decision during the academic year to leave school.

We are convinced that everyone will try their best to implement these guidelines and to make sure that none of our students are fall between the cracks.

FOLLOW-UP IN SEPTEMBER

Timetable	Person in charge	Actions	Who (To each high school to determine)
Beginning of September	Vice-principal	<ul style="list-style-type: none"> ✘ Identify the list of students who are registered but did not show-up for school in September. 	Suggestion: Support staff
Mid-September	Vice-principal	<ul style="list-style-type: none"> ✘ Contact the students to identify the reason(s) for not showing-up. ✘ For any reasons, other than moving or transferred, compulsory referral to student services needs to be done. 	Suggestion: Support staff/student services
Before September 28 th (Attestation Day)	Vice-principal	<ul style="list-style-type: none"> ✘ Follow-up with students referred to student services: <ul style="list-style-type: none"> ✓ To identify the exact reason for not showing-up. If the student is dropping-out, identify the principal reason for dropping-out based on the board list of reasons for leaving. ✓ To offer assistance to come back to school or other partners' assistance. ✓ Inform vice-principal of all students who choose not to come back to school (dropped-out) and the main reason for dropping-out. 	Suggestion: Student services

FOLLOW-UP DURING SCHOOL YEAR

Timetable	Person in charge	Actions	Who (To each high school to determine)
Every month	Vice-principal	<ul style="list-style-type: none"> ✘ Generate a list of absenteeism for the past month. This is an opportunity to identify the at risk students. ✘ Each High school can determine what to do with this list. Examples of actions: <ul style="list-style-type: none"> ✓ Contact the parent of students with high absenteeism; ✓ Student and parents to meet with vice-principal; ✓ Refer student to student services. 	<p>Suggestion: Support staff</p> <p>Suggestion: Vice-principal, student services Mentors</p>
Every time a student leave school	Vice-principal	<ul style="list-style-type: none"> ✘ Any student who decides to leave school should meet with his/her vice-principal ✘ For any reasons, other then moving or transferred, compulsory referral to student services will be done. ✘ Conduct a compulsory exit interview if possible before a student can drop out: <ul style="list-style-type: none"> ✓ To offer assistance to stay in school or other partners' assistance ✓ To identify the principal reason for dropping-out based on the board list of reasons for leaving. ✘ Inform vice-principal if a student still chooses to drop out and the main reason for dropping-out. 	<p>Suggestion: guidance counsellor and/or case manager</p>

NEW REASONS FOR LEAVING

- AA- Transferred to adult education within our board
- AB- Transferred to vocational education within our board
- AC- Transferred to another school (elementary or secondary) within our board

- BA- Transferred to adult education outside of our board (in the area)
- BB- Transferred to vocational education outside of our board (in the area)
- BC- Transferred to private school in the area
- BD- Transferred to French school in the area
- BE- Moved somewhere in Quebec
- BF- Moved outside Quebec

- CA- Staying home- medical reasons (despite being offered home-services)
- DA- Social services/group home transfer
- EA- Age limit
- FA- Student's death

- GA- Dropped-out during school year – Found work due to a desire for independence (specify the business name)
- GB- Dropped-out during school year – Found work due to financial difficulties (specify the business name)
- GC- Dropped-out during school year – Looking for work due to a desire for independence
- GD- Dropped-out during school year – Looking for work due to financial difficulties
- GE- Dropped-out during school year - Lack of motivation
- GF- Dropped-out during school year - Personal reasons (pregnancy, depression, etc.) -Despite being offered home-services
- GG- Dropped-out during school year - Addiction (drugs, alcohol, gambling, cigarettes)
- GH- Dropped-out during school year - Family reasons (Need to help at home, at the farm, parent's death, etc.)
- GI- Dropped-out during school year- Poor academic achievement (risk of failure)
- GJ- Dropped-out during school year- Suspended/Expulsion (Despite being offered home-services)
- GK- Dropped-out during school year- Conflicts with teachers or staff
- GL- Dropped-out during school year- Bullying

- HA- Dropped-out during summer – Found work due to desire for independence (specify the business name)
- HB- Dropped-out during summer – Found work due to financial difficulties (specify the business name)
- HC- Dropped-out during summer – Looking for work due to a desire for independence
- HD- Dropped-out during summer – Looking for work due to financial difficulties
- HE- Dropped-out during summer – Lack of motivation
- HF- Dropped-out during summer - Personal reasons (pregnancy, depression, etc.) -Despite being offered home-services
- HG- Dropped-out during summer - Addiction (drugs, alcohol, gambling, cigarettes)
- HH- Dropped-out during summer - Family reasons (Need to help at home, at the farm, parent's death, etc.)
- HI- Dropped-out during summer - Poor academic achievement (risk of failure)
- HJ- Dropped-out during summer - Suspended/Expulsion (Despite being offered home-services)
- HK- Dropped-out during summer - Conflicts with teachers or staff
- HL- Dropped-out during summer – Bullying

- IA- Exchange student (returning home)
- JA- Unable to reach after several attempts (minimal of three- need to be documented in the comments field)
- KA – Completed Studies
- HS- Home School
- NE- Not eligible