

JA Central Ontario Company Program START HERE.



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JA Canada



JA Central Ontario Company Program Following up on Attendance 2024-2025

Important reminder regarding your student and advisor registration list:

Student & Advisor Registration

- **One** lead advisor will have access to the student and advisor registration list online.
- Advisors are responsible for **monitoring the accuracy** of the student and advisor registration list.
- The decision to allow a student into a program is **at the discretion of JA** and not the advising team.

What happens if there is a student or advisor present who is not on the registration list?

- Double check the accuracy of the parent and student details
- Dismiss any unregistered students and/or advisors
- Contact JA to follow up ASAP



**Unregistered students or volunteers pose liability risks
for you, your employer/organization and JA**



Please note:

- Even if a student is registered to another team, they cannot participate in your program unless their registration shows your team number and location. The student must reach out to JA to clarify before participating.

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- You cannot admit a student without JA approval – please notify JA as soon as possible so that we may offer support.

Student Attendance, Arrival & Departure

As an advisor, you are responsible for:

- **Taking attendance:** ensuring that follow-up is conducted with any student who does not attend
- **Monitoring arrival and departure:** ensuring students arrive safely and leave as expected

Advisors will have:

- **Contact Information** for students, parent/guardians and emergency contacts
- **Students' Approved Transportation** to and from the program

What to do if a student is absent and did not notify you in advance?

- Email the student and copy parent/guardian
- If you don't hear back, email JA

What to do if a student is leaving in non-approved transportation?

- Ask students in advance if there are any changes to their departure method
- Confirm with parents via phone before end of session



Reminders on attendance:

- **80% Attendance:** Students who miss more than 3 meetings without an excused absence may be dismissed from the program.
- **Active Participation:** Students must participate actively in program activities, assignments, discussions and communications in order to remain in good standing – this applies to both in-person and virtual programs.
- **Ongoing Monitoring:** Advisors should be monitoring attendance and student participation and address concerns as early as possible.

What happens when a student has missed a meeting and has not provided a reason in advance?

- Advisors should email the student and copy their parent/guardian contact.
- If you do not hear back before your next meeting, let JA know to follow up.



What happens if a student is continuously missing meetings even if they are “excused absences”?

- Excused absences include: Illness, family emergency, etc.
- Students with excused absences should make every effort to catch up and stay engaged and in communication with their team
- Speak to the student and ask them if they are experiencing any barriers/challenges
- Support the student in developing their goals and a plan to be more engaged and present
- Let JA know to follow up if there are any questions/concerns

What are the steps to remove a student from the program?

- **Scenario 1** If the student and/or parent/guardian has notified you, cross them off your attendance/registration list, and add their name to the monthly report to notify JA. If this happens within the first two weeks of the program, please notify JA by email ASAP.
- **Scenario 2** If you are considering dismissing a student due to lack of attendance and have already discussed with the student with no improvement, you can notify JA and remove them. If you are unsure or have concerns, please contact JA to discuss.
- **Scenario 3** If you are having performance and/or behaviour issues with a student, please contact JA and we will support you to address the concerns before considering dismissal.

When to follow-up on student absence:

- The student is absent without prior notice to anyone on the advising team.
- The student has missed three meetings without prior notice to the advising team.
- Email the student and copy their parent/guardian. If you do not hear back from the student, you’re encouraged to email the parent/guardian directly.
- You’re encouraged to inform the parent/guardian if the student continues to miss the weekly meetings.
- Please contact JA if you need assistance in communicating with either the student or parent/guardian.



Email Templates:

Feel free to customize this template to match your communication style and the specific circumstances of the student's absence.

Email template for advisors to use when students are absent (without prior notice):

Subject: [Student Name]'s Recent Absence from JA Company Program

Send to: Students and ensure that Parent/Guardians are cc'd

Hi [Student's Name] and [Parent/Guardian Name],

I hope this email finds you well.

[Student Name], I wanted to check-in regarding your absence from the weekly JA Company Program meeting on **[Date(s)]**.

While we understand that unexpected circumstances can arise, we value your participation and engagement in the program. It is important to communicate with your team, including letting us know about any absences in advance.

The JA Company Program Student Participation Policies and Guidelines also states that you may be dismissed from the program if you miss three meetings without prior notice, so we encourage you to let us know of any absences prior to the meeting.

If there's a reason behind your absence that you'd like to share or if there is anything we can do to support you, please let us know.

We look forward to hearing from you and seeing you at next week's meeting.

P.S. If you have changed your mind about participating in the program, please let us know.

Thank you,

[Advisor Name]

