



GUIDELINES FOR ABSENT STUDENTS

Policy Type: Educational
Applies To: Students, Staff
Approved By: Lead Principal
Policy Reviewed: every 3 years
Adopted: 2014
Revisions: 2022, 2025

PURPOSE:

The purpose of this policy is to ensure that student absences are managed in a consistent and equitable manner that supports both the student's learning continuity and the overall integrity of the classroom environment. These guidelines outline expectations for communication, academic support, and responsibilities of students, parents, and staff during periods of absence—whether due to illness, hardship, or voluntary family decisions—so that learning disruptions are minimized and accountability is maintained.

PROCEDURES:

Illness Related Absences:

- Lengthy absences from school are detrimental to a student's academic success. When this becomes unavoidable, the school will offer support to the student and family.
- Absences due to illness/hardship can cause a student to quickly fall behind in his/her studies. The school will work with the student and family to support completion of the missed work.
- A lengthy illness/hardship may require parents to hire a tutor to ensure academic success.
- A lengthy illness/hardship requires specific communication (i.e. doctor's note, parent updates) in order for the school to set up an alternate plan with the parents. (See Home Learning Support Policy for more details)
- The school requires parents to communicate with all the teachers involved.



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Other Absences:

Absences due to voluntary family decisions (i.e. vacations) create undue disruption to the student, staff, and entire learning environment.

- A voluntary absence requires parents to take responsibility for the student's missing work.
- The staff is under no obligation to provide school assignments ahead of time.
- An absentee file folder with some of the missed assignments may be available upon the student's return
- It is not the school's responsibility to help a student catch up on missing work.
- It is the parent's responsibility to provide the necessary assistance in completing the missed lessons and materials. This may require tutoring.
- Credit for late assignments/tests is at the teacher's discretion. Further clarification for high school students can be found in the High School Summative Assessment Policy

REFERENCES:

Home Learning Policy

High School Summative Assessment Policy