

Holy Ghost School Extended Absence Protocol

At Holy Ghost School we strive to maintain a high academic standard, while helping students to develop the social skills necessary to learn and grow within the classroom community. Regular attendance is integral to student success both academically and socially. Conversely, extended absences (five school days or more) may impact negatively on a child's learning.

Student illness and/or injury may result in an extended absence from school, and in such cases, the school will take the necessary steps to support the student's learning needs during her/his absence. However, parents are discouraged from planning holidays during school time as these absences impact negatively on student learning and classroom culture.

Time of Absences

Although no time is ideal, parents are asked to avoid planning student absences at the following times.

- Summative assessment periods: late October /early November, mid February / early March and early June.
- Exam periods (for grade 7/8 students): late January and mid- June.

Notification to Teacher(s) and School

Parents are asked to fill in the Extended Absence Notification Form, at least two weeks in advance of their intended absence. The form needs to be signed by each of your child's teachers and submitted to the office. This form will be included in the child's cumulative folder, as provincial regulations require the school to account for extended periods of student absence.

Preparation Ahead of an Absence

A meeting if required should be scheduled with the teacher(s) prior to the period of absence. The teacher will provide guidance on ways that parents and students can continue to work towards curricular outcomes while away from the school. Parents and students may use electronic resources including email to maintain a connection with the teacher, and the learning that will occur during the absence.

Upon Return from an Absence

Upon return, parents are responsible for assisting their child(ren) in learning any concepts that were covered and completing any assignments that were missed. A follow-up meeting with the teacher is required so that teacher and parent can determine what must be done to that regard.



Holy Ghost School Extended Absence Notification

Parents/guardians must fill in this form, discuss the absence with the classroom teacher for each child, ask for the teacher's signature and submit to the office two weeks prior to the start of the planned absence.

Family Name: _____

The student(s) will be away from school from:

_____ to _____
dd/mm/yyyy dd/mm/yyyy

Reason:

I have read the school's extended absence protocol. I understand the responsibilities outlined therein for students staff and parents for the periods before, during and after my child(ren)'s absence.

A) Student name: _____ Grade: _____

B) Student name: _____ Grade: _____

C) Student name: _____ Grade: _____

Parent Signature: _____ Date: _____

A) Teacher Signature: _____ Date: _____

B) Teacher Signature: _____ Date: _____

C) Teacher Signature: _____ Date: _____

French Teacher Signature: _____ Date: _____

Resource Teacher Signature: _____ Date: _____

Phys. Ed. Teacher Signature: _____ Date: _____

Music Teacher Signature: _____ Date: _____

Art Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

