



### Guidelines for Student Extended Absences

**If the student is not well, please take care! A student's health is our #1 concern. If the student is ill, get plenty of rest, follow medical advice, and know we will be here for support when the student is well enough to focus on schoolwork.**

**If the student is well enough, the following are some expectations for managing extended student absences and facilitating communication between the academic team, the student, and families.**

#### **What the classroom teacher does:**

- Upon notification of a student's extended absence, the teacher will email the student to notify them about what work to focus on while they are absent. Feel free to use this statement: "Mr. Claire has notified me that you will be absent for several days. If you are well enough to complete work, you should focus on \_\_\_\_\_. If you would like to meet with me on Zoom or have any questions about schoolwork for this class during your absence, you can email me. Please take care of yourself."
- Develops a plan with the student which could include daily checking of emails, keeping Canvas updated, referencing where to find materials and assignments etc.
- Follows up with student, as needed.
- Offers Zoom meeting, as needed.
- Notifies Department Head if teacher is concerned with student progress.
- Upon return to school, if there are multiple missed assignments/assessments/labs etc. teacher works with student and school counselor to create a staggered schedule for make-up work.

#### **What the student does (if well enough):**

- If well enough, the student should email all teachers to ask about schoolwork they will miss during their absence. Feel free to use this statement: "I am going to be absent from school for several days, can you help me plan what work I should focus on during my absence?"
- Checks email and Canvas daily for teacher messages and assigned schoolwork.
- Responds to email if teacher asks questions.
- Communicates with teachers/school counselor/case manager with questions/concerns.
- Requests Zoom with teacher, if needed.
- If becoming stressed - let teachers, school counselor, case manager, and parents know!
- Works on a plan for return with school counselor and/or other supports with a staggered schedule for make-up work.

#### **What the administrator does:**

- Stays in contact with Department Heads about students who are struggling to keep up with their work due to the extended absence.
- If Department Head shares a concern about student progress, administrative team will review the situation.

#### **What the school counselor/case manager/504 coordinator does:**

- Works with student and teachers on an academic re-entry plan that has a staggered schedule for make-up work, so student is not overwhelmed.
- Organizes supportive measures, both academic and emotional, if needed.

#### **What the parent/guardian does:**

- Reminds student to check email and Canvas daily.
- Checks-in on student progress daily.
- Updates school nurse on any changes in health-related issues.
- Communicates with teachers/supports/administrators, if needed.

We will be here to support the student and family through this difficult time. We can only do this if there is consistent communication between the academic team, the student, and families. **COMMUNICATION IS THE KEY TO SUCCESS!**

**To repeat - If the student is not well, please take care! A student's health is our #1 concern. If the student is ill, get plenty of rest, follow medical advice, and know we will be here for support when the student is well enough to focus on schoolwork.**