



EXTENDED ABSENCE PROTOCOL JK- Grade 8

Approved by CTK School Board on April 10, 2024
Effective September 1, 2024

At Christ the King 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 his/her absence. However, parents are discouraged from **planning holidays** during school time as these absences impact negatively on student learning and classroom culture, and place an unnecessary burden on staff resources. In these cases, students will be expected to make up the work missed upon their return to school.

Parents choosing to schedule a trip during school time should be aware of the following considerations:

TIME OF ABSENCES

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

- Assessment periods: September, January, June
- Exam periods/ summative assessments (for grade 7/8 students): January and mid-June

NOTIFICATION TO TEACHER(S) AND SCHOOL

Parents are asked to inform the classroom teacher as far in advance as possible of a scheduled absence. In addition, parents **must** fill in the **Request for Absence Notification Form** and submit it to the office two weeks in advance of their intended absence. The 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

The teacher will provide guidance on ways that parents and students can continue to work towards curricular outcomes while away from the school. Teachers may be able to provide additional school work, but this is dependent upon the needs of the student, the length of the absence, and the direction of study in a particular subject. Please note, that in some cases, the teacher will require work to only be completed upon their return. Parents and students may use electronic resources including Teams, SeeSaw, emails, Zoom, etc. to maintain a connection with the class, 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. Students will be expected to make arrangements with their teachers to write any summative assessments they may have missed within the first day back. Failure to do so will result in a zero for that assessment in Grades 4-8.

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Both Parents/Guardians must complete, sign and submit this form to the school office **two weeks** prior to the start of the planned absence.

Family Name: _____

Student Name: _____ **Grade:** _____

Student Name: _____ **Grade:** _____

Student Name: _____ **Grade:** _____

Student Name: _____ **Grade:** _____

Student Name: _____ **Grade:** _____

The above will be away from school from:

_____ to _____ total number of school days absent _____
day/month/year day/month/year

First day back at school will be _____
day/month/year

Reason: _____

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

Parent 1/Legal Guardian 1 signature

Date

Parent 2/Legal Guardian 2 signature

Date