

ABSENCE PROTOCOL

THE THREE KINDS OF STUDENT ABSENCES

1. Excused absence, where a student misses school because of illness, emergency, crisis or unavoidable circumstance which is confirmed by a parent/guardian or a physician.
2. Parent approved absence, where a student misses school with the approval of parents/guardians for reasons other than those listed above.
3. Unexcused absence, where a student is away from school for reasons other than those listed above and without parental permission. (It is important to note that there may be a difference between parental awareness and parental permission.)

THE WAYS THE SCHOOL RESPONDS TO ABSENCES

EXCUSED ABSENCE

Where a student misses instructional time for an excused reason school personnel will offer all reasonable assistance to the student to make up missed work and to catch up on learning. Extended deadlines will be arranged for tests or other assignments, if necessary, and the student will not be penalized for the absence.

PARENT/GUARDIAN APPROVED ABSENCE

Where a student misses school with the permission of parents for a reason other than illness or emergency, no disciplinary action will be taken. Responsibility for catching up on missed learning opportunities will be primarily the responsibility of the student and parent.

UNEXCUSED ABSENCE

Where teachers or administrators become aware that a student has been absent without parental approval, parents will be informed. Classroom teachers may implement consequences for unexcused absences, attempting to avoid consequences that affect summative evaluation. Responsibility for catching up on missed learning opportunities will be primarily the responsibility of the student.

HOME CONTACT

Oak Bay High makes use of an automated dialing & emailing system to contact the homes and parents of students who are absent. The dialer leaves a recorded message indicating that the student is listed as absent by one or more of his/her teachers on the day of the call. Students wishing to dispute the accuracy of the records must speak with the classroom teacher. Alterations to these records can only be made up on written direction from the teacher. A family's name may be removed from the contact list upon written request.

Teachers are expected to make home contact if unexcused absences become a pattern. If improvement does not occur, referral may be made to counsellors or Administrators.