

CHS HEALTH-RELATED ABSENCE AND DUE DATES POLICY, v2

MANDATE: *What is our objective as a body of learning?*

At CHS, we value each student as an individual *and* as part of a community; we seek to recognize and to develop all aspects of their personhood with excellence, according to God's highest purpose for their "heart, soul, and mind."

When a student is absent from school for health-related reasons, we want to maintain standards in a way that is reasonable, gracious, fair and flexible.

In making adjustments to due dates for tests and assignments because of illness, the following guidelines should be considered. This policy applies to situations involving up to 5 days of absence. Extended illness will necessitate a different plan to be worked out between the student, his or her teachers and the administration.

1. Everything stated within this policy applies to excused health-related absences (physical or mental) and not absences of convenience or truancy.
2. When a test or assignment comes due while a student is absent, that student will have their due dates adjusted by adding the total number of sick school days plus one to the original due date. For example, if a student is sick Thursday, Friday, and Monday, and an assignment was due that first Thursday, it would now be due Wednesday (3 + 1 added on to Thursday). If a test was to be written on the Monday of the illness, it should now be written on Friday.
3. When a test or assignment is due shortly after a student returns to school from an illness, the adjustment will take the form of a period of grace established where no assignments or tests are due. The period of grace is equivalent to the number of days the student was absent because of illness. For example, if a student is sick Thursday, Friday, and Monday, and an assignment is due the Tuesday he/she returns, Tues. – Thurs. would be the period of grace and the assignment is due Friday. A test to be written on Thursday after returning to school in the same scenario, would be due to be written also on Friday. Basically everything due in those 3 days would now be due Friday.
4. When a student returns to school after their illness but they are still not feeling very well, further adjustments may need to be made to the extension of due dates. These decisions will be made at the professional discretion of the teacher.
5. Where appropriate or necessary, a student's final mark may need to be calculated without a particular test or assignment included. Because of an unusual situation, certain evaluative instruments may merely be dropped with no penalty (i.e. entered as excused on Gradekeeper). Or, certain instruments may be assigned a greater value to compensate for the missing work.

6. When a student or a parent feels that the process has not been fair, he or she should feel free to appeal their case to the teacher first and then to the principal if necessary.

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