

**POLICY # 0206 - Admin - Discretionary Absence Policy**

**RCHS DISCRETIONARY ABSENCE POLICY**

**Redeemer Christian High School  
Community for Christian Learning**

**Subject:** Criteria to regulate the tension between family vacations and educational activities.

**Purpose of Policy:** To ensure that students complete the semester within the time period outlined in the school calendar and to avoid disruption of learning activities at school.

**Applies to:** Staff, Students and Parents/Guardians

**Owner:** Principal

**Date of Board Approval:** June 11, 2009

**To be Reviewed Prior to:** March 2011

**Applicable / Attached Forms:** YES \_\_\_\_\_ NO X

<b>Reason for policy update</b>	<b>Date</b>	<b>Status</b>
Revised and accepted as per Board meeting	March 26, 2009	Approved
Regular Policy Review	June 11, 2009	Approved

## **A -Policy**

1. Families requesting that students leave school for 4 or more consecutive school days or an exam day will submit an application in writing before the family makes any commitments/arrangements to take the trip or two weeks in advance of the trip, whichever is earlier, to determine the impact their absence will have on marks.
2. Signatures by parents/guardians are required on all documentation.
3. Applications will be considered by school administration. Criteria for approval will include the nature of the trip (how closely it parallels the school mission statement) and the student's academic standing. Trips that do not parallel the school mission statement or which jeopardize the acquisition of credits will not be approved.
4. The family will receive a response within one week of the application having been submitted.
5. Where the student's absence is approved the student will be given the opportunity to write tests or exams missed. If the application is not approved or has not been received in time, the student will not be given the opportunity to write tests or exams missed.

## **B – Absence due to a death in the family**

### **Rationale for policy**

We wish to demonstrate Christian compassion.

### **Considerations**

1. We wish to come alongside the student and family in a time of need, as one would expect from the Christian community.
2. We want each student to achieve the best results possible in spite of having experienced a traumatic event, removing all barriers to achievement within our control.
3. The family shall mean father, mother, sibling, grandparents, uncle, aunt, cousin, and friend.

### **Policy**

1. The school will be notified of the pending absence and be informed of the anticipated length of the absence.
2. Teachers will collect or arrange to collect notes and handouts completed during the absence.
3. The notes and handouts and assignments will be provided the student upon his return to school.
4. The student will be given every opportunity to learn the material taught in his absence and to write the tests, exam or evaluation project that the class may have completed in his absence.