



2018-19 High School Guidelines to Long-Term (3+ days) Medical Illness and Absence (Affliction, Concussion, Medical Diagnosis)

1. First Steps

- a. Parent will contact the Attendance Office and school nurse after the third straight absence.
- b. Family will provide school with a **doctor's note with recovery recommendations for absences longer than three school days.**
- c. Medical absences are counted as part of the total number of absences allowed per semester. An absence longer than three days will generate an automated letter home to parents/guardians. However, when a long-term illness or absence has been communicated with the school, no automated letter will be sent home.
- d. Recovery and doctor's recommendations submitted.

2. Weeks 2-3 (missed school days 10-15)

- a. After 10 days of absence, the school counselor will schedule a meeting with the student, parents/guardians, nurse, athletic trainer, counselor, principal and administration to formulate a plan.
- b. The student should check in with teachers (via email, Plusportals).
- c. Teachers may make recommendations for regular tutor (in-house and/or external) to help the student keep current and not fall too far behind.

3. Weeks 4+ (missed school days 16+)

- a. To maintain the integrity of the class, the school counselor will arrange a meeting with the student, parents/guardians, teachers, counselor and administration to look at academic options which can include:
 - i. Take classes Pass/Fail
 - ii. SAP (Student Accommodation Plan)
 - iii. Transfer to a lower level of the same course e.g. drop AP or Honors (noted on transcript)
 - iv. Withdraw from a course (withdraw noted on transcript)
 - v. Take courses outside of EC for credit recovery (necessary paperwork needs to be filed)
 - vi. Repeat the academic year
 - vii. Incomplete – this option available during second semester only. Student is given 1-2 months to make up incomplete work.

If your student is unable to attend a full day of school, he/she may not participate in after-school activities, sports, clubs, et al. For WIAA rules regarding attendance and participation in sports, please see page 46 of the Student and Family Handbook.

Eastside Catholic will follow the physician's assessment and prescription to the best of our ability within the scope of school policies and allowances.

Parent Signature Date

Student Signature Date

Counselor Signature Date

Administrator Signature Date