



## 2018-19 Middle 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.
- b. Family will provide school with a **doctor's note for absences longer than three (3) days**.
- c. Medical absences are considered a part of the number of absences allowed per semester. Usually, an automated letter is sent home inquiring about an absence, however, when a long-term medical illness or absence has been communicated with the school no automated letter will be sent.
- d. Recovery and doctor's recommendations.

### 2. Weeks 2-3 (Days 10-15)

- a. When a student has missed 10 days of school, the school counselor will:
  - i. Schedule a meeting with parents/guardians, counselor, teachers and the student (if they are well enough to attend).

### 3. Weeks 4+ (Day 16+)

- a. In order to maintain the integrity of the class, the school counselor will arrange a meeting with the student, parents/guardians, teachers, counselor and administrator to propose the following appropriate options based on the situation:
  - i. Receive an Unable to Assess (UA) or Incomplete (I) at the end of a quarter
  - ii. Set up a plan for outside tutoring to meet necessary standards for moving forward in a course
  - iii. Create a Student Accommodation Plan and/or use accommodations
  - iv. A pass/fail grade will be given
  - v. School will place student in the appropriate course level and/or support class for the following school year.
  - vi. Repeat the academic year

If a student is unable to attend a full day of school, he/she may not participate in any Eastside Catholic after-school activities, sports, clubs, et al.

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

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Parent Signature(s)                      Date

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Counselor Signature                      Date

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Principal Signature                      Date