



Student Absenteeism Guidelines

Following public health guidelines and our entry to school screening protocol is imperative as we move forward this winter. In saying that, we fully anticipate and recognize that following these guidelines will lead to extended absences for many students as we navigate through this pandemic.

Grades K-3

What will parents/guardians do?

- Please communicate the reason for the student absence to the homeroom teacher and administrator. See chart below for teacher contact information.
- Follow ALL guidelines outlined in the NLESD screening protocol for entry into our school.

What will teachers do?

- Teachers will communicate with parents via email regarding any missed work. Paper copies will be sent home with a sibling (when requested) or given to the student upon returning to school. Any missed work given to the student is expected to be completed at home and returned to school when finished.

What will students do?

- Students are expected to complete any missed work at home and return once completed.

Teacher Contacts for Primary

Homeroom	Teacher	Email Address
Kindergarten	Mrs. Simmons	brendasimmons@nlesd.ca
Grade 1-2	Mrs. Marsh	katiehansford@nlesd.ca
Grade 3	Ms. Aylward	brittneyaylward@nlesd.ca
Grade 1 Math & IRT	Ms. Burt	alissaburt@nlesd.ca
Grade 2 Math	Mrs. Locke	michellelocke@nlesd.ca
K-3 Music	Ms. Matthews	carolinematthews@nlesd.ca
Administration		
Principal	Mr. Blackmore	curtisblackmore@nlesd.ca
Assistant Principal,	Mrs. Smith	stephaniesmith@nlesd.ca

Grades 4-6

What will Parents/Guardians do?

- Please communicate the reason for the student absence to the homeroom teacher and administrator (via email or phone call to the school)
- Follow ALL guidelines outlined in the NLESD screening protocol for entry into our school
- **Note: If a student misses an assessment (assignment, test etc.) we do require parents/guardians to contact the school (phone, email, note, etc.) with a valid reason for their absence. The student will then write the missed assessment on the day of their return at a time determined by the teacher. All efforts will be made to minimize further loss of instructional time.**

What will teachers do?

- Teachers will use the following methods for communication of any missed work, notes and summaries of class: Google classroom and email.
- Paper copies will be sent home with other students when requested (siblings, neighbours, etc.) Electronic versions will be used as much as possible.
- Where possible, links to electronic versions of textbooks will be posted to google classroom. Keep in mind that all textbooks are not available electronically.
- Accept completed work on google classroom or in-person when student returns
- When requested by the student, teachers will offer help via email.
- Designate times when students can write their missed assessments. Preference will be made to complete this work during lunch time to minimize the further loss of instructional time.

What will students do?

- Students are responsible for checking their google classrooms on the day they are absent for uploaded missed work or material.
- Students should return to school with the work that they missed completed.
Note: We recognize that there are situations where students may not be able to complete their work when absent. (sickness, internet connection issues etc.) It is important that parents/guardians or students contact their teachers with the reason they were absent. We also recognize that if students miss direct instruction, that they may not be able to complete all missed work. This will be addressed on an individual basis.
- Missed assessments will be completed within a few days of returning to school at a time designated by the teacher. This could be the day of return, or perhaps the following day.

Teacher Contacts for Elementary

	Grade 4	Grade 5	Grade 6
Math	dennisabbott@nlesd.ca	michellelocke@nlesd.ca	michellelocke@nlesd.ca
ELA	michellelocke@nlesd.ca	michellelocke@nlesd.ca	michellelocke@nlesd.ca
S.S.	kerrifahey@nlesd.ca	angelitamurphy@nlesd.ca	angelitamurphy@nlesd.ca
Science	michellelocke@nlesd.ca	kerrifahey@nlesd.ca	kerrifahey@nlesd.ca
Religion	michellelocke@nlesd.ca	michellelocke@nlesd.ca	michellelocke@nlesd.ca
Health	michellelocke@nlesd.ca	michellelocke@nlesd.ca	michellelocke@nlesd.ca
Art	michellelocke@nlesd.ca	michellelocke@nlesd.ca	michellelocke@nlesd.ca
Music/ French	carolinematthews@nlesd.ca	carolinematthews@nlesd.ca	carolinematthews@nlesd.ca
Gym	kerrifahey@nlesd.ca	kerrifahey@nlesd.ca	kerrifahey@nlesd.ca
Administration			
Principal	Mr. Blackmore	curtisblackmore@nlesd.ca	
Assistant Principal	Mrs. Smith	stephaniesmith@nlesd.ca	

Grades 7-12

What will parents/guardians do?

- Follow ALL guidelines outlined in the NLESD screening protocol for entry into our school.
- Please communicate the reason for the student absence to the homeroom teacher and administrator. All correspondence with regards to reason for absences should come directly from the parents to the teacher and administrator. Please see a list of emails below.
- **Note: If a student misses an assessment (assignment, test etc.) we do require parents/guardians to contact the school (phone, email, note, etc.) with a valid reason for their absence in order for the student to do a rewrite. The student will then write the missed assessment on the day of their return at a time determined by the teacher. All efforts will be made to minimize further loss of instructional time. An exception may be given to extended absences upon which time the teacher will determine the date for it to be written. Failure to provide a valid reason and/or failure to show up at the assigned time to write the assessment may result in a grade of zero on that assessment. Students can bring their lunch along with them to the assessment if it is being written during lunchtime.**

What will teachers do?

- Teachers will use the following methods for communication of any missed work and summaries of class: Google classroom and email. Paper copies will be sent home with other students when requested (siblings, neighbours, etc.) Electronic versions will be used as much as possible.
- Where possible, links to electronic versions of textbooks will be posted to google classroom. Keep in mind that all textbooks are not available electronically.
- Accept completed work on google classroom.
- When requested by the student, teachers will offer help via email.
- Designate times when students can write their missed assessments. Preference will be made to complete this work during lunch time to minimize the further loss of instructional time.

What will students do?

- Students are responsible for checking their schedule on the day(s) they are absent. Example: if a student is absent on Tuesday, day 3 and they missed math, English, French, science and gym then they are responsible for checking google classroom for those courses as well as emailing the teacher if they require further clarification. Teachers are trying to be diligent in updating google classroom and providing electronic copies of work, assignments, etc for this reason.
- It is the students' responsibility, to get copies of any missed notes and material by regularly checking google classroom and email.
- Any notes that were copied by students in the class should also be caught up. Students can get others to take pictures of their notes and share with each other. They should

then copy these notes onto their own blank copy and go through them to learn the missed material.

- Students should return to school with the material that they missed completed (notes and assigned work)

Note: We recognize that there are situations where students may not be able to complete their work when absent. (sickness, internet connection issues etc.)

Please communicate with your teacher when this arises so we can work with them to ensure all missed material is completed.

Note: If students are experiencing difficulties with missed material please communicate with your teacher to arrange additional support.

- Missed assessments will be completed the day they return to school at a time designated by the teacher.

Teacher Contacts for Grade 7-12

Homeroom	Teacher	Email Address
Grade 7-9	Mr. Cook	matthewcook@nlesd.ca
Grade 10-11	Mr. Abbott	dennisabbott@nlesd.ca
Grade 12	Mrs. Rogers	deanneparrott@nlesd.ca
K-12 French & Music	Ms. Matthews	carolinematthews@nlesd.ca
IRT	Mrs. Melay	mallorymelay@nlesd.ca
Guidance & IRT	Ms. Hiscock	lynnhiscock@nlesd.ca
Administration		
Principal	Mr. Blackmore	curtisblackmore@nlesd.ca
Assistant Principal, Junior High & High School Science	Mrs. Smith	stephaniesmith@nlesd.ca