



FAQ

Absence Reporting & Synchronous Classrooms

REPORTING AN ABSENCE *(for both on-campus or distance learning)*

- By phone at 514-937-9289
- By email to specific campus: absence.hs@stgeorges.qc.ca or absence.es@stgeorges.qc.ca
- Parents/guardians must communicate all information related to student absences, late arrivals and/or early dismissals. This includes absences from on-campus classes, as well as distance learning days. Students cannot self-report their own absences.
- If the absence is Covid-19 related ([Student Decision Tree](#)) our Health Officer, Holly Durkee must be notified by the parent/guardian. She can be reached at 514-603-9622 or holly.durkee@stgeorges.qc.ca.
- Once the school has this information, we will communicate your child's situation to their teachers and arrange for Synchronous Classroom participation if the situation supports it. It's important to note that we may require up to 24 hours to facilitate your child's full participation.
- For a prolonged absence from on-campus education, you must have medical documentation as well as a conversation with your relevant Assistant Head. At the Elementary School, access to the parallel long term remote program requires both medical documentation as well as a meeting with the Assistant Head prior to approval.

SCENARIOS: ABSENCE OR SYNCHRONOUS CLASSROOM

1. **Student is unwell:** Students should not participate via the Synchronous Classroom. They need to rest and recover and return to on-campus learning only once they feel better. It is okay for students to miss a day of school to prioritize their health and recovery.
2. **Medical note exemption:** If a family chooses to utilize their medical exemption, they must remain in the Synchronous Classroom (or long term remote program at the Elementary School) until the current reporting period is completed.
3. **Temporary off-campus due to illness/symptoms as recommended by Santé Publique:**
 - Follow the directives of Santé Publique and keep the school's Health Officer informed.
 - Teachers will be notified by school staff.
4. **Self-identified or professionally identified anxiety/stress.** For such cases, a conversation with the Assistant Head is required at the onset:
 - Students are permitted to participate via the Synchronous Classroom for 5 consecutive days. Return to on-campus learning is expected after that. Once 5 days have passed, a medical note will be required.
5. **Return from international travel:** Access to the Synchronous Classroom is required during the duration of the quarantine period (as recommended by Canadian Guidelines or Santé Publique). The school's Health Officer, Holly Durkee, needs to be informed by the parent at 514-603-9622 or holly.durkee@stgeorges.qc.ca.

ACCESS TO THE SYNCHRONOUS CLASSROOM

- There is a 24-hour delay on all requests for access to the Synchronous Classroom.
- This default delay allows the academic team time to make the necessary preparations to integrate the student into their planning, should the absence become prolonged.
- The Synchronous Classroom is in place to support Covid-19 related complexities and is not intended to accommodate unrelated circumstances. There will be cases where access will not be granted. The reasoning will always be in the best interest of the student's academic and social-emotional well-being, along with our commitment to support the optimal teaching and learning conditions.