

Student Extended Absences Policy (September 2022)

Developed in correlation to the Independent School Act (BC).

Policy

The School creates a daily schedule for arrival, dismissal and breaks. All students are expected to be in their classrooms ready to start the day by 8:20AM, and dismissed at 3:20PM.

All students are expected to be in their classrooms, and ready to start the day by 8:20AM. As per the *School Act (BC) and Independent School Act (BC)*, it is expected that all students attend school daily and fully participate in a pre-defined amount of academic hours to move on to the next grade level.

The School discourages families from removing their children from school for an extended period of time, as it greatly diminishes the child's ability to be successful in the academic year, and subsequent years. Research suggests that extended absences impact children negatively both academically and socially.

Families, who must remove their children from the school for an extended absence, need to complete an Application for Extended Absence Form, which can be attained from the school office, for their child at least one month in advance of the leave. Academic teachers, religious teachers and the administration must approve the extended absence. Classroom teachers and religious teachers will note assignments/projects that need to be completed during the extended absence in correlation with the time missed. School administrators will then provide final approval after reviewing the assigned work aligns with the time off requested.

Students, who take an extended absence, must make arrangements to complete ALL missed assignments, projects, or homework. It is understood that students are responsible for making up all missed work due to absenteeism. Teachers will accommodate this expectation with adjusted deadlines; however, it is expected that all assigned work during an absence is completed upon the return of the student to the classroom. Students must return to school with all work completed, or the teacher reserves the right to give the student a zero on those missed assignments.

Families and students must understand that students who participate in extended absences, and/or do not complete the assigned work have not met the requirements of the grade level and the school. As such, the school reserves the right to not recommend the student for the next grade level, and/or assign an incomplete mark on respective report cards.

The School reserves the right to alter this policy at any time as per the requirements of the school.

Appendix A: Application for Extended Absence Form

Applications for extended leave of absence must be made at least **one month in advance** of the time of absence. It is understood that the school discourages any amount of extended leave because of the negative academic impact on the student, and their future.

Extended leave applications are only required for those students who will be absent for 3 consecutive weeks or more.

Families will first complete the first section of the application leave form, noting details of the absence and reasons. This completed portion will then need to be forwarded to the classroom teacher at least one month prior to the scheduled leave. The classroom teacher and the religious teachers will then note the missed work that needs to be completed during the duration of the student extended absence.

After receiving your completed application, it will be reviewed by our Administration team. A decision may take up to two weeks. Extended leaves of absence may be granted for periods of more than one month, based on “exceptional” circumstances, as determined by the Administration team. A copy of the form will go into the student’s school file, and be completed for assessment upon the student’s return to school and completion of assigned work.

It is expected that student’s taking extended absences only do so when absolutely necessary. It is also expected that these students and families take and complete the appropriate level of homework/assignments to keep pace with other peers in that grade level. It is expected that families support students in their learning during their leave of absence.

Student’s Name:	Grade:
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Reason for Absence (please provide details):
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Dates of Absence/Return

Absence from:	Absence to:
Expected date of return to school:	Actual return to school:

Authorization

Parent/Guardian Signature:	Date:
Classroom Teacher Signature:	Date:
Religious Teacher(s) Signature:	Date:
Administrator’s Signature:	Date:

Extended Absence Homework and Assessment

Please note all assigned homework must be completed during the extended leave of absence. It is the student’s responsibility to correctly complete and hand in all homework to their teacher upon return. Report cards will show an **incomplete** until this work has been handed in and assessed by the teacher.

Please note the subject area of the homework given, and a brief description. Then assess the work based on what was completed. If homework is noted on a separate sheet, attach the sheet to this form. If homework was not completed, it cannot be assessed, and as such additional comments need to be made below.

Academic/Classroom Work	EMG	DEV	PRF	EXT

Religious/Classroom Work	EMG	DEV	PRF	EXT

Assessment Summary by Teachers or Additional Comments

Academic Department – Percentage of Academic Assigned Work Completed: _____

Religion Department – Percentage of Religious Assigned Work Completed: _____