

# ESBCHS Extended Leave from School



**ESBCHS defines extended absences as any absence longer than five (5) consecutive school days.**

Academic success is directly impacted by attendance, and therefore any activity which inhibits a student's ability to attend class, inhibits their ability to learn. The first priority of the school is education and, as such, students should be in classes for the full learning experience.

It is the students' responsibility to attend school regularly in order to meet the expectations of the Education Act. Students need to be present in order to grow academically, socially, emotionally, physically and in order to have their learning assessed on a regular basis

Prior to making a choice between attending school and the extended absence, we ask that the family familiarise themselves with the following points:

- The student and parent/guardian must complete and sign the attached ESBCHS Extended Leave Form and submit it to the school administration or counsellor a minimum of three weeks prior to the beginning of the absence.
- The student and parent/guardian must complete an education plan and submit it to school administration or counsellor for approval a minimum of three weeks prior to the beginning of the absence.
- Submission of this Extended Leave Form will serve to avoid unnecessary daily automated student absence reporting for unknown absences or a possible withdrawal from the system.
- The student should be in good standing with the school with regards to attendance, academic standing and behaviour.
- It is recommended that while away the student should partake in a minimum of 2-3 hours designated study time daily under parent supervision.
- The student will be held accountable for all work missed. It will be entirely the responsibility of the student to make up and submit work upon return as approved in the educational plan.
- Provincial Exams are written on predetermined dates established by the Department of Education. Any missed exams will not be excused.
- All formal assessments need to be written in person at ESBCHS upon the student returning to school.
- Approved extended absences must also be adherent to ESBCHS Final Exam Policy.

## ESBCHS Student Extended Absence Form

This form should be submitted a minimum of three (3) weeks in advance of a planned absence and be accompanied by an education plan laid out for the duration of the extended absence.

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of expected absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

I have read the information above and understand that my son/daughter will miss classroom instruction during his/her absence and that this may negatively affect his/her final marks. Furthermore, I understand that the responsibility for missed work rests solely on the student as outlined in the accompanying education plan.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Timetable

Block 1	Block 2
Block 3	Block 4

Administrator/Counsellor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**\*\*To be returned to and kept on file in Student Services.\*\***

# ESBCHS STUDENT EDUCATION PLAN - EXTENDED ABSENCE



This education plan can be used to outline how you will continue your learning during an extended absence.

- Prior to the absence, a copy of this plan needs to be submitted to the student's administrator or counsellor.

Student Name:	
Grade/Course:	
(Detailed plan)	
Date:	
Reason for absence/outside activity:	
Number of days or periods of absence:	

Resources that may be useful: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agreed role of parent/guardian in supporting the absence learning program:

Signature of parent/guardian \_\_\_\_\_

Signature of Administrator or Counsellor \_\_\_\_\_

The administration, in consultation with your teacher(s), will review this plan. Schools can consider attendance to date, student grades and other factors that affect the decision to approve the plan.

## Consultation with Teacher(s)

Course	Plan	Follow-up Upon Return
<p>EXAMPLE:</p> <p><i>English 10-2</i></p> <p><i>Mrs. Hampstead</i></p>	<p>EXAMPLE:</p> <p><i>John must log in to Google Classroom every day and complete the daily lesson. They must submit all assignments by designated deadlines.</i></p>	<p>EXAMPLE:</p> <p><i>Teacher will document via PowerSchool all incomplete or completed assignments. Zeroes will be entered for unsubmitted assignments.</i></p>



**\*\* INCOMPLETE FORMS WILL NOT BE PROCESSED \*\***