

Extended School Absence

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, the school cannot support extended "absences of choice".

The school's focus on the crucial importance of attendance is reflected in the following:

Halifax Regional School Board - Student Attendance Protocol for Schools ☐ **Guiding Principles:** *"Students need to attend school regularly in order to meet the expectations of the Education Act and the Public School Program (PSP). They need to be present in order to grow academically, socially, emotionally and physically in the direction set by the PSP and in order to have their learning assessed on a regular basis. It is essential that every school develop strategies to ensure the regular attendance of all students."*

Halifax Regional School Board - School Trip Guidelines:

Regardless of the educational value of any school trip, even on International Trips, schools are not permitted to take students out of school for any longer than 3 school days.

Charles P. Allen High School does recognize that, from time to time, personal opportunities (i.e. a gifted athlete, extended international family trip, etc.) may arise where parents/guardians may be considering that their son/daughter have an extended absence.

Charles P. Allen High School is defining "extended absences of choice" as: **"Any absence longer than five (5) school days or an absence considered for the reasons given above. These do not include absences which are "beyond the student's control" (i.e. serious illness).**

Prior to making a choice between attending school and the extended "absence of choice", we ask that the following guidelines be observed:

- Extended leave absences will be considered excused absences when the appropriate documentation is provided.
- The student and parent/guardian must complete and sign the attached Student Extended Absence Form and submit it to the school administration a minimum of two weeks prior to the beginning of the absence in order to advise appropriate teachers.
- Submission of this Extended Absence Form will serve to avoid unnecessary daily automated student absence reporting for unexcused absence or possible withdrawal from the system.
- Should the number of these absences alone or combined with any other excused absence day(s) exceed 6 days, the student will not be eligible to receive an exam exemption.
- The student should be in good standing with the school with regards to attendance, academic standing and behaviour
- While away the student should partake in a minimum of 2-3 hours designated study time daily.
- The student will be held accountable for all work missed. It will be entirely the responsibility of the student to make up missed work before leaving and/or upon return.
- Provincial Exams are written on pre-determined dates established by the Department of Education. Missed Exams will not be excused. If an exam is being missed for an approved valid reason, the student or parent/guardian must consult with the school administration to determine an alternate time for the exam(s) to be written. These exams will cover the expected learning outcomes.
- Should a piece of Formative assessment take place during the students "choice of absence," while the student will have an opportunity to complete a corresponding summative assessment, it is understood that opportunities for the student to engage in formative assessment work during the absence will be limited or nonexistent.
- **Formative assessment** pieces take place over a period of time, are used to enhance student learning, and give the student more than one opportunity to master the program outcome(s) before a mark is assigned. If a student is not present in class during the period of time when a formative assessment piece is provided, achievement of outcomes will be determined with a **Summative assessment** piece (one opportunity) for which a mark is assigned.

Student Extended Absence Form

This form should be submitted a minimum of two (2) weeks in advance of a planned absence.

Charles P. Allen High School is not in a position to either grant or deny permission for any student to miss school for an extended holiday or other absence from classes. The decision is the responsibility of students and their parents/guardians. Nevertheless, the administrators and teachers discourage family or personal holidays that result in students missing extended periods of time. If such an absence is necessary, the onus is on the student to be responsible for all missed work. It is important that the student plans and works to catch up in order to minimize the effect of the absence. **Missed exams will not be excused.**

Student name: _____

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.

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____

Date: _____

“A” Block Teacher Initials: _____ “B” Block Teacher Initials: _____

“C” Block Teacher Initials: _____ “D” Block Teacher Initials: _____

Vice Principal Signature: _____

Principal Signature: _____

Date: _____

To be returned and kept on file in main office.