

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, should be in classes for the full learning experience.

The Department of Education and Early Childhood Development has released a new Attendance and Engagement Policy. It can be accessed through the link below.

<https://www.ednet.ns.ca /student-attendance-and-engagement-policy>

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

Halifax Regional School Board - School Trip Guidelines:

Regardless of the educational value of any school trip, athletic event, or International Trip, schools are not permitted to take students out of school for any longer than 3 school days as the EECD and HRSB maintain the need for students to be in classes.

Charles P. Allen High School is defining extended absences as: ***“Any absence longer than five (5) school days.*”**

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

- Extended absences will be considered explained absence 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 three weeks prior to the beginning of the absence.**
- **The student and parent/guardian must complete an education plan and submit to administration for approval a minimum of three weeks prior to the beginning of the absence. This plan is to be created and submitted by the family. Subject teachers are not to be approached to assist in the creation of the plan by the family.**
- Submission of this Extended Absence Form will serve to avoid unnecessary daily automated student absence reporting for unknown absence or possible withdrawal from the system.
- Once a student's absences (known or unknown) exceed 6 the student is no longer eligible for 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 and submit work upon return as approved in the educational plan.
- **Provincial Exams are written on pre-determined dates established by the Department of Education. Any Missed Exams will not be excused.**
- **Extended school absences cannot occur during exam periods.**
- **If a student misses multiple opportunity/ Get It week, the student losses that opportunity.**

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: _____

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 effect his/her final marks. Furthermore, I understand that the responsibility for missed work rests solely on the student as outlined by the accompanying education plan.

Parent/Guardian Name: _____

(please print)

Parent/Guardian Signature: _____

Date: _____

"A" Block Course: _____ "B" Block Course: _____

"C" Block Course: _____ "D" Block Course: _____

Vice Principal Signature: _____

Principal Signature: _____

Date: _____

To be returned and kept on file in main office.

STUDENT EDUCATIONAL PLAN

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

1. An electronic copy needs to be submitted to appropriate administration.
2. A hard copy, together with signatures is to be submitted to your vice principal.

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

Resources that may be useful: _____

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

Signature of parent/guardian: _____

Signature of principal: _____

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

Where the absence is linked to an activity, the educational plan **must be endorsed** by the person leading the activity (e.g., coach, leader).

Name of coach/leader: _____ Phone: _____

PLEASE PRINT

Email: _____

Signature of coach/leader: _____

COURSE	PLAN	FOLLOW-UP

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