



St. Joseph High School

EXTENDED LEAVE FORM

(3 days or longer)

STUDENT NAME: _____ TGG: _____ GRADE: _____

First Date away from school: _____ Date back in school: _____

REASON FOR THE ABSENCE: _____

Teachers please indicate below the specific conditions you expect the student to meet in order to continue your class following the absence. Comment if their absence will affect Student progress.

Period 1: Class: _____ Teacher: _____

Teacher Signature

Period 2: Class: _____ Teacher: _____

Teacher Signature

Period 3: Class: _____ Teacher: _____

Teacher Signature

Period 4: Class: _____ Teacher: _____

Teacher Signature

Period 5: Class: _____ Teacher: _____

Teacher Signature

TGG Teacher: _____

Teacher Signature

PARENT SIGNATURE: _____

ASSISTANT PRINCIPAL SIGNATURE: _____

PLEASE RETURN THIS TO THE ASSISTANT PRINCIPAL ONE WEEK PRIOR TO THE ABSENCE

A-L Mr. Poisson M-Z Ms. Hayes

Framework of Understanding Extended Absence

(Sections 156 and 157 of The Education Act outline the legal responsibilities of parents with respect to their children's attendance at school, and explain exceptions and special situations that are pertinent to the following information. St. Joseph High School offers parents and students the following information in accordance with The Education Act.)

- Parents and students deserve the information necessary to make informed choices about taking extended time away from school (three days and longer)
- We believe that education does happen in places other than school, and we support parents who value the broadening of their children's experience through travel, athletic pursuits, and cultural involvements.
- High school education in the twenty-first century is interactive, experience-based, collaborative; therefore, simply "getting the work you missed" can never be an entirely effective substitute for what happens in the lab, athletic venue, studio, shop or classroom.
- High school teachers do not have pre-packaged lessons to hand out.
- Missing out on valuable instruction, discussion, and hands-on learning will be an unavoidable consequence of extended absence.
- The personal benefits of out-of-school activities must be weighed against the academic costs associated with absence.
- When informed early enough, the teacher will explore, with the student, activities and/or reading that students can do while absent to minimize the work of catching up.
- Once students, upon their return have taken the initiative to secure class notes and assignment information from a reliable classmate, teachers will at their discretion assist students with reasonable remedial instruction.
- The following are some of the factors which will influence teachers' approaches to remediation:
 - A student's attendance and performance history
 - Types of activities missed
 - Whether or not examinations have been missed
 - Duration of the absence

Process:

- ✓ Student will pick up the form from the main office and have it filled out and returned one week prior to the absence.
- ✓ Student will advise all subject teachers who will complete the teacher portion of the Extended Absence Form.
- ✓ Student will return the completed form to the Attendance Secretary. The absence will be entered and the form will be kept on file to avoid phone calls while away.
- ✓ It is imperative that students and parents participate fully in this process to minimize the effects of extended absences.