



Bethlehem Catholic High School

GR 10-12 STUDENT EXTENDED LEAVE FORM FOR 10 OR MORE DAYS

Name: _____ Gr: _____ Number of school days absent: _____

First day of absence _____ Last day of absence _____

Reason for Absence _____

	Current mark	Instruction & Assessments (indicate if teacher provided/online)	Alternate Dates (if absent for assessment)
Pd.1_____ Teacher_____ Signature_____			
Pd.2_____ Teacher_____ Signature_____			
Pd.3_____ Teacher_____ Signature_____			
Pd.4_____ Teacher_____ Signature_____			
Pd.5_____ Teacher_____ Signature_____			
Pd.6 Choir Teacher_____ Signature_____			



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Understanding Student Extended Leaves: 10 or more days

The Education Act outlines the legal responsibilities of parents/guardians with respect to their children's attendance at school, and explains exceptions and special situations that are pertinent to the following information. Bethlehem Catholic High School offers parents and students the following information in accordance with The Education Act.

- Students and parents should ask questions and gather information to make an informed choice about taking extended time away from school (5 days and longer).
- The personal benefits of out-of-school activities must be weighed against the academic costs associated with absence.
- High school education is interactive, experience-based, and collaborative, therefore, simply 'getting the work you missed' isn't an effective substitute for what happens in the classroom, lab, athletic venue, studio, or shop.
- High school teachers do not have pre-packaged lessons to hand out.
- Missing out on instruction, discussion, and hands-on learning will be an unavoidable consequence of extended absence.
- Students are responsible for completing the provided learning and assessments during their absence and upon their return, being caught up in the class so they can progress with the other students.
- If a student will be absent for an extended period of time, their schedule may need to be adjusted and online cyber option suggested.

Students: *I acknowledge that I have read, understand, and agree to the information provided.*

Student signature: _____

Date: _____

Process before the leave:

____ Students/parents will pick up a *Student Extended Leave form* from the Attendance Secretary **at least two weeks before the absence.**

Date picked up: _____

____ The student, parents and principal discuss the leave **at least two weeks before the absence.**

Date: _____

Access to internet & computer? Yes/No

____ The student will ask their teachers about the instruction and assessment that will be missed and to indicate this information on the form. The instruction and assessment that will be missed may be provided by the teacher or may be completed online through cyber school.

____ Parents will sign the form after reading the information provided above and after their child has discussed the plan with their teachers.

Parent signature: _____

Date: _____

____ At least one week before the absence and once the form is **completed**, the student meets with the principal again to discuss the plan for the instruction and assessment missed during the absence.

Principal signature: _____

Date: _____

____ If an online cyber school option is being provided, the student will meet with a vice-principal (gr. 9/10) or a counsellor (gr. 11/12). VP/counsellor will email teachers and provided completed form to the attendance secretary.

VP/Counsellor: _____

Date: _____

Process after the leave:

____ The student will speak with each of their teachers regarding their progress with their instruction and assessments missed during their absence.

____ The student will meet with the vice-principal or counsellor. **Planned date:** _____