



**Bethlehem Catholic High School**

**GR 10-12 STUDENT EXTENDED LEAVE FORM FOR 5 – 9 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 _____			



## **Bethlehem Catholic High School**

### **GR 10-12 STUDENT EXTENDED LEAVE FORM**

---

#### **Understanding Student Extended Leaves: 5 – 9 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.

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 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. Will your child have access to internet and a computer (please circle)? **Yes/No**

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_ At least one week before the absence and once the form is **completed**, the student meets with the principal 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. If an online cyber school option was provided, the student will also meet with the vice-principal or counsellor who set it up.