

Summit Middle School Policy Statement

Student Vacation or Other Extended Absence (more than 3 days)

Guiding principle: The school does not grant or deny permission for any student to miss school for family holidays, vacations etc. However, families must be aware that an extended absence has an impact on both learning and assessment, and it is the student's responsibility to ensure they can complete their course obligations and thereby minimize the effect on their final standing. While working ahead on assignments will help reduce the impact of an absence, the student will still miss the daily benefit of classroom instruction, and some learning outcomes can only be met through participation in class e.g. many Explorations classes require the student to complete projects in class, using specialized equipment and under the teacher's supervision, and thus cannot be made up outside of class time. The school cannot give credit to students for work that is not done; therefore, an extended absence may result in a lower grade and/or having to attend the next "I" day.

Ultimately, the missed time and work is the student's responsibility.

Procedure to prepare for an extended absence:

1. Student goes to the counsellor:
 - Request the "Extended Absence Form" from the counsellor, at least one week prior to the absence
 - Counsellor will discuss the absence with the student, emphasizing that it is the student's responsibility to get work from all teachers and do whatever is needed, and that **grades can be affected as not all work can be made up outside of class time**
2. Student takes the form to the teacher for each subject:
 - Teacher records work to complete before, during or after the absence, and notes any concerns
 - In certain courses, such as in the Explorations classes, it is possible that no course work can be assigned and this could negatively impact the student's final grade and/or result in attending "I" day
3. Student takes the form home to their parents/guardians:
 - Student and parents will thoroughly read and discuss the policy and the homework/concerns noted
 - Parents sign the form
4. The student will return to the counsellor with the signed form, before the absence begins:
 - The counsellor will review the teachers' notes with the student
 - The counsellor will contact the parent if needed to discuss any further concerns
 - The counsellor signs the form, makes a copy for the office and returns the original to the student