

## **Student Family Leave During School (In Session)**

John Burke High School acknowledges that a family or individual student may choose to go on an "extended leave" (one week or longer) during the school year, while regular classes are in session. An "extended leave" is defined as family vacation, trip, etc. As stated in the JBHS Attendance Policy, "to aid students in reaching their academic potential it is important that students maintain regular school attendance...". While we acknowledge the value of family, JBHS would recommend that extended leave be taken when school is not in session.

Should a student be away from school for extended leave while school is in session, the following policy applies:

1. It is the responsibility of the student's parent/guardian to inform the school of the dates that their child will be away from school on leave. Parents/Guardians are required to complete the "**Parental/Guardian Consent – Extended Leave During School in Session Form**" one week prior to the student departing for extended leave.
2. During the time the student is away, they will be recorded as "**Absent Unexcused**" as defined by the Schools Act (1997) and the school's Attendance Policy.
3. Prior to the student's departure, there is neither a requirement nor expectation that a teacher provide the work that will be covered during the student's absence.
4. Upon return from extended leave, there is neither requirement nor expectation that the teacher will provide extra "catch up" instruction i.e. one-on-one tutoring to students beyond regular course instruction. It is solely the student's responsibility to catch up on material missed while school was in session.
5. If a test is scheduled while the student is absent on extended leave and the test date occurs after the school returns to school, the student will be required to write test upon their return to school.
6. If assignments are scheduled prior to a student departing on extended leave, it is the responsibility of the student to have the assignment submitted before leaving. If an assignment is scheduled while the student is on extended leave, it is the responsibility of the student to have the assignment submitted on the date specified on the date specified by the teacher.

**John Burke High School**

**Parental/Guardian Consent – Vacation During School in Session Form**

I acknowledge that \_\_\_\_\_ will be away from school on  
(Print name)

extended leave from \_\_\_\_\_ to \_\_\_\_\_ while regular  
school instruction is in session.

I have read and understand the JBHS "Extended Leave During School in Session  
Policy."

Name of Parent/Guardian: \_\_\_\_\_  
(Print name)

Signature of Parent/Guardian: \_\_\_\_\_ and Date \_\_\_\_\_

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For School Use:

Received at JBHS Office by: \_\_\_\_\_

Date received: \_\_\_\_\_

This form is to be completed and returned to the school one week prior to the  
student's leave.

A copy of this form will be placed in the student's cumulative file.