

R 5200.1 EXTENDED ABSENCE

The following process will be used when reviewing and approving/denying a student's request for an extended absence from school.

Definition of an Extended Absence

A student will complete an extended absence request in anticipation of an extended absence for training and/or competition that extends an existing special talent. This application process applies to both consecutive and nonconsecutive absences.

Extended, Consecutive Absence Categories:

Category A: If a student plans to be absent for two (2) weeks or less, the authorized absence policy in the Student Guidebook will be followed.

Category B: If the student plans to be absent two (2) to ten (10) weeks or less, the following procedure will be implemented:

- The student will withdraw from the Ridgewood Public Schools district and will be allowed to retain textbooks.
- The student will enroll in an Educational Program provided by an organization, or the student can transfer to an accredited school, or the student may be home-schooled; the student may then re-enroll in the Ridgewood Public Schools district when training/competition has concluded. The Ridgewood Public Schools district will submit a list of course content to be covered during the period of absence.
- The student's teachers at the Ridgewood Public Schools district are not responsible for providing assignments, grading work or communicating with the educational organization the student chooses. The organization will grade the work the student completes and assign a cumulative grade for the work completed.
- The student will meet with each department supervisor or the principal and present the work completed with the assessment from the organization that delivered the instruction.
- The student will resume attendance in his/her courses and the department supervisor will collaborate with the classroom teacher to determine the grade.

Category C: If the student will be absent eleven (11) or more weeks he/she must withdraw from the Ridgewood Public Schools district and either enroll in an accredited school or be home-schooled.



Extended, Nonconsecutive Absence Categories:

Category D: If a student plans to be absent for an extended time period but the absences will not occur on consecutive days, the student must also complete the application process. The process only applies to those intermittent absences that are related to pursuing a special talent.

Internal Process:

1. The student or the student's parent/guardian will complete the application for extended absence and submit it to the building principal thirty (30) days prior to the first day of the absences.
2. The principal or the principal's designee arranges for a meeting with the student's counselor and department supervisors of departments that will be impacted and the special education department supervisor (if appropriate). The counselor will bring the student's schedule and transcripts to the meeting.
3. During this meeting, the school officials may consider the following:
 - The characteristics of the type of student who has been successful in this program.
 - The types of courses that lend themselves to this experience (elective courses in art may not be able to be offered).
 - The role summer school or on-line courses could play in this experience.
4. The school team will form a building recommendation. The principal or principal's designee will arrange for a meeting with the student, the student's parent(s), guardian(s) and counselor to share the recommendation and collaborate to determine the best possible academic plan for both the student and the school. The final plan will be devised by the principal or designee and communicated in writing to the student, parent(s), guardian(s), and teachers. This plan will include a description of responsibilities for each person involved in the plan.
5. The principal will approve or deny the Application for Extended Absence and send copies of the application to school officials indicated on the application.
6. As the experience evolves, if any issues or questions arise, the principal may decide to reconvene a meeting with the same participants as listed in number four (#4).



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Extended Absence

Name of student: _____ ID # _____

Year in school: _____ Counselor's name: _____

Name(s) of Parent(s): _____

Address: _____

Home phone: _____ Work phone: _____

E-mail address: _____

Category of absence (see below): _____

If applicable, list the name of the program and/or contact person where you will be studying/training:

Have you previously applied for an extended absence? _____

For Categories A, B, and C: First day of absence: _____
Date of return to school: _____

For Category D: List the days that you anticipate you will be absent from school:

Schedule that will be affected by your absence:

<u>CLASS</u>	<u>TEACHER'S NAME</u>



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Reason for absence:

_____ Application approved

_____ Application denied

Reason:

Principal's signature

Date

C: Student's Counselor
Department Chairs
Superintendent

Adopted: 27 June 2011

Revised: 26 September 2011

Revised: 05 November 2013

