

NOTICE OF EXTENDED ABSENCE

Island School is pleased to have you as a student. We believe you have chosen Island School for many reasons, including the following:

- The expertise and caring of the faculty.
- The rigor of its academic programs.
- Opportunities for numerous extra-curricular activities, from extensions of academic work to participation in the arts and competitive athletics.
- Island School’s record of college and university placements.

In addition, we pride ourselves on addressing individual student requests, making every effort to meet family needs and desires. **This includes requests for students to take extended leaves of 3 days or longer while school is still in session.** A meeting with Mr. Graves needs to be arranged before the leave.

As an educational institution, Island School has a responsibility to its students and to other institutions students will attend after their time here. When grades are posted, they validate the level of achievement of the student as certified by Island School. **This means that students who are absent for extended periods must be held accountable for missed work and be given the grade they have earned in relation to objectives listed in the course syllabus.**

With this in mind, please initial that you understand conditions upon which your leave is granted by Island School:

<i>CONDITION</i>	<i>INITIAL</i>
1. My responsibility is to check RenWeb daily(grades 6-12) or with Elementary teachers (grades PK-5) to make sure I am doing the required work.	
2. I must set aside time each day to do my school assignments.	
3. My assignments are to be completed and submitted as indicated by my teachers. I understand that <u>late work will not receive credit.</u>	
4. Any school assignments I do not complete and submit by the indicated deadlines will receive a “0” and be calculated with my other work for the term grade.	
5. I understand that some school work cannot be done from a distance (labs and performance-based and discussion-focused classes, for examples), and I will talk with my teachers about ways to address this situation.	

STUDENT’S NAME _____ DATE _____
 (Must be legible)

DATES OF ABSENCE _____

PARENTS’ APPROVAL _____
 (Printed) (Signature) (Date)