



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number G 7.0
Policy Title	Extended Student Absence Protocol
Date of Review	August, 2023

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## OVERVIEW

The school recognizes that although encouraged to take trips during summer and breaks, families also take extended trips or vacations during scheduled school time. These can be very educational and valuable opportunities for the student in the outcomes for experiential learning. However, FFLA also recognizes that students who miss a significant number of days are at risk for lower academic achievement, and moreover, reduced opportunities to achieve the mandated outcomes in Alberta's Program of Studies. Many teachers begin new material each week, and the instruction and classroom discussion/activities cannot be duplicated with make-up work for the balance between formative and summative learning.

### Guidelines

Should an FFLA student be away from school for an extended trip/vacation while school is in session, the following protocol applies:

1. Since each school in Alberta is responsible for the attendance of their students while school is in session, 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 a trip/vacation. A parent/guardian is responsible for completing, signing and submitting the ABSENCE REQUEST FORM FOR FAMILY TRIP /VACATION at least three weeks prior to the student departing. The form must be completed for an extended absence of more than three school days for trips /vacations and must be filed with the principal three weeks prior to the absence.

2. When the student is away on a trip/vacation while school is in session, the student will be marked as absent-excused in the school's Attendance Register.

3. Parents are expected to meet with the teachers to be sure that they understand the expectations scope and sequence of the lessons for the core subjects, and their postings within Google Classrooms or MOODLE platforms.

4. Once the ABSENCE REQUEST FORM FOR FAMILY TRIP / VACATION has been received by the principal and approved by the Board a meeting will be arranged. Resources will be made online and outlined in a meeting with teachers and administration before departure. Any necessary non-digital resources will be packaged as required for students to take home on their last day before leaving on vacation.

#### Core Subjects - K-5 (Math, ELA, Science, and Social Studies)

The teacher, parents, and student will meet to pick up resources, to go over programming expectations model or sequence, and to familiarize all with the Google Classroom platforms.

Core Subjects - 6-9 (Math, ELA, Science, Social Studies, and Spanish). The teachers, parents, and student will meet to pick up resources, to go over programming model or sequence, and to familiarize all with the Google Classroom platforms.

#### Core Curriculum - 10-12 (Courses in each Semester)

The teachers, educational assistant, and student will meet to pick up resources, to go over programming model or sequence, and to familiarize all with the Google Classroom/MOODLE platforms. Standardized exam dates cannot be shifted and student must be in attendance at the school for these exams (Diploma Provincial Exams).

#### Options, Electives and Participatory Courses

Parents and students are encouraged to have their child do daily physical exercise in meeting some of the key outcomes for Health, Wellness, and Physical Education. Students will not be asked to meet the outcomes for the options or electives during limited excursions.

5. It is the responsibility of the Guardian of Parent to have the child, learner, engaged continuously in the learning.

6. FFLA is devoted to academic excellence. Accordingly, families who travel during school time, are required to follow the outlined protocol above. Please note that all core subject work missed during an absence for a trip/vacation is the student's and parent's responsibility. Similarly, parents for the younger grades are responsible for instructing, or providing instruction for, the concepts and skills that were taught in school during their child's absence. Any missed summative assignments or assessments will be graded as 0 in our grading system until the work is completed and submitted to their teacher. Without such, this could have a significant negative impact on the student's grade and could result in failing a unit, subject or potentially an entire grade level. If a student should fail to complete or pass the expectations as set out by Alberta Education they would be required by Alberta Education to repeat their grade in whatever school or program they enrolled in the following year.



**FOOTPRINTS FOR LEARNING ACADEMY**

**ABSENCE REQUEST FORM FOR FAMILY TRIP / VACATION**

Date:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents' Name(s):

Dates the student will be absent from school for:

During our trip we will have access to: Internet Computer / Smart Phone / Laptop

Reason for absence:

During the above trip, we agree to fully comply with FFLA's PROTOCOL FOR VACATION DURING SCHOOL.

Parent Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use

Student Absence: Approved Unapproved

Administrative Approval:

Date: