



## Student Extended Leave of Absence

The Administration has the authority to approve a student's extended leave of absence from Channing Hall for extenuating circumstances. Reasons for consideration may include, but are not limited to, prolonged illness/medical crisis, a guardian's temporary work transfer, and/or unique educational opportunities. All requests must be approved by both school Administration and the Board of Directors.

To be considered for an extended leave, all requests must be submitted to the school in writing 45 days prior to taking effect.

The following criteria must be met for the student's seat to be held open at Channing Hall.

1. Approved schooling arrangements must be made for the continued education of the student during the course of their absence. This may include
  - a. Enrollment in a school where the student will be temporarily residing
  - b. A private tutor (paid for by family)
  - c. Aggressive and accountable home schooling with a Channing Hall approved curriculum
  - d. Coordinated efforts with the student's Channing Hall teacher
2. Proof of continued formal education must be provided to the school prior to the student's re-admittance at the end of the leave period. At the end of the leave of absence the student will be required to demonstrate competence of the required skills/knowledge for their grade through testing and interview. If the student has not progressed as anticipated they may be required to repeat a grade or engage in private tutoring to bring them up to grade level.
3. A leave of absence may not extend beyond one school year. All approvals for a leave of absence will be for a pre-established time period; if an extension is desired at the end of the approved time period another formal review will be required by the Administration and Board of Directors.
4. The Administration has the right to accept or reject any request after formal review of the circumstances of the request.
5. Students who will be absent from school for more than two consecutive weeks (ten school days) are required to obtain administration approval for an extended leave of absence or educational leave. Students who do not receive prior approval for an extended leave are subject to review and may lose their seat at Channing Hall.
6. If a student's leave encompasses the beginning of a school year through October 1<sup>st</sup>, the board and administration will un-enroll the student and give consideration to granting them priority status in the enrollment lottery while abiding by state lottery rules.