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COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD

POLICY 308 RE-ENROLLMENT AFTER LONG-TERM LEAVE

I. PURPOSE

The purpose of this policy is to define the actions of Cologne Academy in the case of students taking a “long-term leave” from the school which under Minnesota state statutes constitutes an un-enrollment from Cologne Academy, and the process for those students to be re-enrolled at Cologne Academy. This policy is to support families in situations such as an educational sabbatical or a short-term relocation for work.

II. GENERAL STATEMENT OF POLICY

The Re-Enrollment Policy further defines Cologne Academy’s Application and Enrollment Policy by stating that families who request long-term leave and follow the process laid out in this policy may re-enroll their child in Cologne Academy without going through the application and enrollment process and the child will be placed at the top of the waiting list and immediately enrolled upon returning to Cologne Academy.

III. ELIGIBILITY AND ATTENDANCE REQUIREMENTS

Eligibility for long-term leave is contingent upon the student having attended Cologne Academy for a minimum of one school day prior to the commencement of the requested leave. A student must be enrolled and physically present for at least one full school day to qualify for long-term leave eligibility.

Failure to meet the attendance requirement will result in the student being ineligible to apply for long-term leave for that academic year. The one-day attendance requirement ensures the student is an active member of the Cologne Academy community before leaving for an extended period.

IV. LONG-TERM LEAVE AND RE-ENROLLMENT PROCEDURES

All students are unenrolled from Cologne Academy after not attending Cologne Academy for fifteen consecutive days. To qualify for re-enrollment eligibility, parents or guardians must request long-term leave from Cologne Academy’s Executive Director in writing at least 30 days before the start of the long-term leave, giving the beginning and end dates of the student’s leave from Cologne Academy as well as the reason and documentation for the long-term leave.

V. OPEN ENROLLMENT SPOTS

When a student is un-enrolled at Cologne Academy for any reason, their spot will be offered to the next student on Cologne Academy's waiting list as per the Application and Enrollment Policy. This may result in the over-enrollment of a class or grade when the student on long-term leave returns. No further offers of enrollment will be made until that class or grade is under-enrolled unless otherwise directed by processes stated in the Application and Enrollment Policy.

VI. CONDITIONS AND LIMITS ON LONG-TERM LEAVE

Students may not miss more than one-half of the student contact days for the school year as determined by the school calendar to be eligible for long-term leave. The days on leave must be consecutive. Families may not submit long-term leave requests in consecutive school years. Cologne Academy assumes no responsibility for providing work or materials for the student while the student is on long-term leave from Cologne Academy.

If a family knows that they will not be able to return to Cologne Academy on the expected date after their long-term leave, they should request an extension in writing to the Executive Director for approval. If the family does not submit an approval for extension and the student exceeds the requested days of their long-term leave, it will be up to the discretion of the Executive Director of Cologne Academy whether to extend the option for re-enrollment.

Long-term leave does not exclude a student from repeating a course or grade retention per Cologne Academy's other policies including those in the Cologne Academy Family Handbook.

Once a student returns to Cologne Academy; the teachers, administration, and family of the student will work together to decide how to best serve the student. This includes, but is not limited to, additional work or support to catch up on important missing knowledge or skills, grading modifications such as switching to "pass/fail", and scheduling changes. The administration has the discretion to make the final decisions on how to best serve the student at Cologne Academy.