

NOVA CLASSICAL ACADEMY
MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS

POLICY NP 306:
RE-ENROLLMENT AFTER LONG-TERM LEAVE

I. PURPOSE

The purpose of this policy is to define the actions of Nova Classical Academy in the case of students taking a “long-term leave” from the school which under Minnesota state statutes constitutes an un-enrollment from Nova, and the process for those students to be re-enrolled at Nova. 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 Nova’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 Nova 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 Nova.

III. LONG-TERM LEAVE AND RE-ENROLLMENT PROCEDURES

All students are un-enrolled from Nova Classical Academy after not attending Nova for fifteen consecutive days. To qualify for re-enrollment eligibility, parents or guardians must request long-term leave from Nova’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 Nova as well as the reason and documentation for the long-term leave.

IV. OPEN ENROLLMENT SPOTS

When a student is un-enrolled at Nova for any reason, their spot will be offered to the next student on Nova’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.

V. CONDITIONS AND LIMITS ON LONG-TERM LEAVE

Students may not miss more than the equivalent of one semester which is 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.

No more than two (2) students in each grade level nor four (4) students in each school (Grammar, Logic, and Rhetoric) will be granted long-term leave in any school year. Only the first students to request long-term leave and meet all conditions listed in this policy will be granted long-term leave.

Students may not have more than one long-term leave every five school years.

Students who will be gone for the end of one school year and the beginning of the next school year count towards the total number of students granted long-term leave in both school years. However, this leave is considered one long-term leave for the student.

Nova Classical Academy assumes no responsibility for providing work or materials for the student while the student is on long-term leave from Nova. Long-term leave does not exclude a student from repeating a course or grade retention per Nova's other policies including those in the Student-Parent Handbook.

Once a student returns to Nova, 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 Nova.

VI. APPLICABLE STATUTES

Statutory References: Minnesota Statutes, section ~~124E.11~~ **124D.10**
Minnesota Statutes, section 124D.68
Minnesota Statutes, section 124D.02

Cross-References: NP 301-Application and Enrollment Policy
NP 305-Section Size

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