



Three Rivers Charter School
Leaves of Absence
May 2002 - Final Board Revision 6/2002

The TRCS Board recognizes that being a community allows the freedom to study and learn in differing surroundings. Three Rivers Charter School reserves the right to allow leaves of absence on a case by case basis. This leave of absence decision will be presented to the Administrator in writing by the parties interested in taking a leave of absence. This leave will be granted for a period of time specified by the Administrator in communication with the Board of Three Rivers Charter School, based on the need of the community member. We hope that study, commitments to family members and other emergency needs will be considered valid reasons to leave a spot of determined length by the Administrator.

If the community members do not agree with the Administrator's decision, an appeal process may be enacted. This appeal process will commence no longer than 5 working days following the Administrator's decision. The community member will write to the board. This letter will be distributed to the TRCS board at the next regularly scheduled board meeting. The board will hear from this member during the open comments section of the meeting. The board will respond and have 10 business days to respond to the community letter of the board's determination in writing.

The following criteria will be considered when a leave is requested:

1. Length and purpose of leave
2. Timing of leave i.e. beginning of year vs. mid year vs. end of year
3. Availability of student to replace TRCS student (s)
4. Written request one month advance of the leave, submitted to the TRCS Administrator.
5. Leave approval dependent upon budgetary impact of TRCS.
6. Three Rivers Charter School will assume no responsibility for providing materials to the community member for this leave, nor will they consult during the leave on curriculum matters.