

or designee.

The Chief Student Affairs Officer or designee will notify the student's College and Academic Counselor (CAC) or Learning Strategies Coordinator (sophomores only) of the medical leave. The CAC or Learning Strategies Coordinator will then collaborate with the student and the student's teachers on coordinating academic plans, including identifying any adjusted coursework timelines per the Make-Up Privileges policy.

Students on medical leave may be withdrawn from courses per the "Combined Excused and Unexcused Absences" policy, if the academy determines that the accrued workload due to the prolonged absence is detrimental to the student's ability to successfully complete the course(s) and/or detrimental to the student's personal well-being.

On rare occasions, the medical leave will extend through the remainder of the semester. In these cases, a recommendation from appropriate health care workers, both on campus and off, should be forwarded to the Chief Student Affairs Officer or designee. Conditions for possible re-entry the following term will be established at that time.

Students are not allowed on IMSA campus for any reason while on Medical Leave / Leave of Absence such as clubs, events, programs, etc., unless student has received explicit written permission from the Chief Student Affairs Officer or designee.

Students on Medical Leave / Leave of Absence must fulfill any items agreed upon and expected by the Academy, which may include, but is not limited to, documentation from external providers and attendance at scheduled meetings with Academic representatives. Students / parents must also be responsive to communication from the Academy regarding the circumstances and terms of their Medical Leave / Leave of Absence. Responsive is considered replying to emails and/or phone calls within two (2) business days.

## EMERGENCY REMOTE LEARNING ACCOMMODATIONS

Students may be provided temporary emergency remote learning accommodations while unable to attend classes in-person due to health conditions (physical or mental) or Academy disciplinary reasons. Students / parents may not request remote learning accommodations for any other reasons, including but not limited to extended family vacations and college visits.

Emergency remote learning accommodations will be recommended by Student Affairs and/or the Health Office when circumstances necessitate consideration. The recommendation will be sent to the Principal's Office for review. Remote learning plans must be approved and initiated by the Principal's Office. Parents/Guardians and students should not contact their faculty about remote learning plans prior to approval from the Principal's Office. Remote learning requests from students/parents to faculty will be redirected to Student Affairs and/or the Health Office and the Principal's Office.

After the Principal's Office receives notification, if the remote learning accommodation is approved, the Principal's Office will:

- Notify the student's faculty to initiate remote learning accommodations within one (1) business day if the student is likely to miss three (3) or more class days following notification.
  - Students who will miss fewer than three (3) class days will not be provided a remote learning plan, but will be afforded make-up privileges as detailed in the Student-Parent Handbook for any class time missed due to illness or discipline.
  - Students will be provided remote learning accommodations for up to five (5) consecutive class days (not counting I-Days). At the conclusion of the five days, if the student is still off-campus, Student Affairs and the Principal's Office will review the student's situation to determine if remote learning should be extended or if the student should be placed on Leave of Absence.
- If a remote learning plan is activated, Parents/Guardians should contact the Attendance Office to call their student off on any class days during which their student is not well enough to participate in coursework. Students will be afforded make-up privileges as detailed in the Student-Parent Handbook for any class time missed due to illness.