

**COLOGNE ACADEMY**  
**MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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**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 reenroll 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. LONG-TERM LEAVE AND RE-ENROLLMENT PROCEDURES**

All students are un-enrolled 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.

**IV. OPEN ENROLLEMNT 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.

**V. 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. Students must also return by the last student contact day of school of the school year. No more than two (2) students in each grade level 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. Cologne Academy assumes no responsibility for providing work or materials for the student while the student is on long-term leave from Cologne Academy. 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 Student-Parent 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.