

Student School- Maternity Leave Policy

MGLVA will excuse students from school including live Class Connect Sessions (CC's) and school work when they notify the school of delivery/birth of their child(ren). Students or LC's are responsible for reaching out to their advisor/homeroom teacher or counselor to inform them of the upcoming event and anticipated absences in order to properly plan for terms of the student school-maternity leave.

A doctor's note should be submitted by the LC/student in effort to honor the terms of the policy. You can forward proof of birth or a doctor's note to the school office fax at (231) 794-6416 Attention: Becky Lawrence, Student Resource Coordinator. Also, you may call (616) 389-0893.

Leave Timeline and Terms

Week 1: Students who give birth during the school year, will be excused from all Class Connect Sessions (CC's) and or work for 7 days following the delivery/birth of their child with the expectation that make-up work will be completed at a later date.

Week 2: Students will be excused from live CC classes with the expectation that they begin to communicate with teachers and start make-up work on day 8 of the leave through day 14. Students are expected to watch recorded CC's and to start work on missed and current assignments.

Week 3: Students will sign-in to classes on the 15th day ending the leave, submit attendance and return to CC's, classwork will be completed to the regular class/teacher expectations.

Special Circumstances and consideration:

- In the event that complications occur or the student delivers by C-section, more time may be considered. Please provide documentation and include the information (time approved) to the fax (above) or by email to the Family Resource Coordinator.
- In the event that any additional time is needed off from school as suggested by your doctor, please submit a doctor's note. The consultation should include full disclosure that the student attends school online.

Contact Information for Becky Lawrence, Student Resource Coordinator:

Email: relawrence@mglva.org

Phone (Text or Call): (616) 389-0893

I agree to follow the school policy:

Student Signature

Learning Coach or Legal Guardian Signature