

# Spring Mountain Christian Academy

## PRE-ARRANGED ABSENCE FORM



**Student First & Last Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Day of request** \_\_\_\_\_

**Pre-Arranged Absences and Vacations:**

Absences due to family trips are STRONGLY DISCOURAGED. Such absences should not exceed FIVE days per school year. The principal will deal with emergency circumstances on an individual basis. Pre-arranged absences must be arranged at least 2 weeks in advance. It is the student's responsibility to take the initiative in arranging with the teacher for completing any make-up, either before the trip or within the time established by the teacher after the trip. Teachers may designate such make-up to occur before or after school, during the student's lunch period, or in Friday school. Pre-arranged absences include family vacations, extended medical leave, funerals.

**PLEASE SEE THE BACK OF THIS FORM FOR DETAILS OF OUR VACATION POLICY**

**Teachers:** The student is responsible for all make-up work. Please feel free to write any comments. Sign the form to indicate that you are aware of the pre-arranged absence.

**Student:** Have teachers sign-off below before taking home for your parent signature.

**Parents:** All pre-arranged absences should be signed by teachers and parents and returned to the office two weeks prior departure. Note, the above absences may affect your son/daughter's grades and credits even though this absence is pre-arranged.

	SUBJECT	TEACHER	CURRENT GRADE	COMMENTS
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

**DAYS OF ABSENCE:** Leaving on \_\_\_\_/\_\_\_\_/\_\_\_\_ Coming back \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Mont Day Year

**REASON FOR ABSENCE:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent/Guardian**      **Date**      **Phone number**

\_\_\_\_\_  
**Signature of Principal**      **Date**

## **SMCA Vacation Policy Details**

The philosophy of SMCA is that students learn best when interacting in person with their peers and their teacher. As a result, our teachers prioritize their time and energy on providing the best education possible for students who are in attendance. The school supports the discretion of the teacher to choose whether or not classwork will be made available ahead of time and whether or not attendance by Zoom is a beneficial or reasonable accommodation for students whose families have chosen to leave home while school is in session.

To ensure student learning continues to take place, Spring Mountain Christian Academy requires the following for students who go on vacation during normally scheduled school hours. They must do the following:

- 1) Be in good Academic Standing (minimum GPA of 3.5)
- 2) Fill out a form found in the office, signed and approved by each teacher (front page)
- 3) Be in good Behavior standing with the school (no suspensions)
- 4) Notify teachers and the school a minimum of one week ahead of time
- 5) Complete any work ahead of time or by the first day of a student's return
- 6) Participate in mandatory tutoring at parent expense post-vacation if academic gaps are created

*\*Friday school or tutoring may be assigned for all students (PK-12) who missed more than 10 days of school within a school year for any reason. A summer fee of \$10 will be applied for a missed school day = 1 session (2 hours of summer school) per missed school day. \$30 per subject.*

*\*Changes to this policy may be made at the discretion of SMCA Staff.*