

# OVILLA CHRISTIAN SCHOOL

## Special Absence Form

Special Absences:

Upon parent's request, special absences may be approved by the principal:

1. Special Absences are excused absences that **will** count against the 90% standard.
2. Absences exceeding the number listed below may result in the student having to repeat the semester. The absences are as follows for 2016-2017 school year:

Elementary/MS	
Semester 1	8
Semester 2	9

High School			
Semester 1		Semester 2	
A Day	4	A Day	5
B Day	4	B Day	5

3. Special absences are not allowed during semester exams on the high school level.
4. A Special Absence Form is to be signed by the parent and submitted for approval to the principal at least 2 weeks before the absence. Class work and tests must be made up upon the student's return according to the number of days missed.
5. See page 16 of the Parent/Student Handbook (see back of this page) regarding guidelines of special absence. **NOTE:** There is no policy requiring OCS teachers to provide assignments in advance of a family vacation.

Name of student:

Grade:

Reason for absence:

Date(s) of absence:

Parent's signature:

Date:



Principal approval:

Date:

Faculty notification:

Date:

Page 16 in Parent/Student Handbook reads as follows:

**Vacations During School Time:**

Families are encouraged to plan their vacations around the school vacation days. Occasionally, this is impossible. The school wants to be reasonable; however, we are charged with an educational responsibility. For families that must be gone during school time, the following guidelines will apply:

A Special Absence Form Request needs to be submitted to the office well in advance of the vacation.

It will be an excused absence and will therefore count against the 90% standard.

Class work and tests must ALL be made up upon the student's return according to the number of days missed.

Long term projects and assignments that were assigned prior to the vacation are still due on the assigned date and the family is responsible for seeing that the project or assignment is turned in on time.

There is no policy requiring OCS teachers to provide assignments in advance of a family vacation. Advance assignments are at the teacher's discretion.

It is advisable for parents to discuss their child's academic standing and attendance record before planning a school-time vacation. The difficult task of completing assignments without classroom instruction could result in a lower grade or even a failure in a course. Vacation time counted against the ninety per cent standard could result in a loss of privileges for the next quarter.

Standardized Testing will not be made up due to absences resulting from a family trip or vacation or illness.