



SCHOOLTIME VACATION PROCEDURES

STUDENT _____ **GRADE** _____

VACATION DATES _____

1. Parents must inform the school personnel of planned vacations in writing as far in advance as possible.
2. Teachers will prepare work to be done over the vacation time at their discretion. This means that a student may not be given every assignment in every class. The teacher will prepare a list of pages to be covered and assignments to be done that should result in minimum understanding of the concepts presented in the student's absence.
3. Students must have all work completed on the day he/she returns to school.
4. All missed tests must be taken within 5 days of returning to school.
5. Should the vacation fall over a school vacation period the teacher is expected to send along as much work as possible. However, they need not prepare work for the absent student in any subject area where there is a question about how much will be covered before the regular school vacation or where the ensuing school vacation weeks make it impossible for the teacher to have planned that far ahead.

Parent signature

Date

Teacher signature

Date

Office signature

Date