

## **PRE-EXCUSED EXTENDED ABSENCES**

Heritage Christian Academy (HCA) recognizes that it is sometimes necessary for students to miss school for extended periods of time of more than two consecutive days. However, we ask parents and students to be aware of the following when they are planning to miss school for an extended period of time.

1. The school should be informed at least two weeks in advance, if at all possible.
2. The school reserves the right to recognize the absences as excused or unexcused, depending upon the necessity of the absences.
3. The parents will become primarily responsible for the education of the student during absences.
4. Students and parents have the responsibility of communicating with each of their teachers to make arrangements for work to be done during the absence.
5. When school is missed, the educational experience often cannot be duplicated outside of school. Therefore the student may not fully learn the material taught and thereby earn a lower grade than normal.
6. Teachers are not required to make special course work for the student. If the student cannot complete the normal work required for the course due to their absence, he/she will receive reduced grades.
7. Teachers will give advanced assignments for students whenever possible. However, it should be noted that depending upon the class, it is sometimes not possible for work to be assigned in advance. In some classes, work will have to be done by students when they return. In other courses it may be impossible for work to be made up at all if a student is absent. For example, if a teacher has planned group work, it would not be possible for the student to make up this work if they are absent. Substitute assignments may be given at the teacher's discretion.
8. Parents and students should make every effort to minimize all other absences.
9. Exams may not be taken before the first day of scheduled exams. Students who are not able to take an exam due to an absence will be given an incomplete for the semester grade, and be required to take the exam upon their return. A student who misses a first semester exam will have two weeks after he/she returns to make-up the exam. Any student who misses a final exam for the second semester must make up the exam before the completion of summer vacation. Any exam that is not made up before the deadline will be assessed as zero and the semester grade will be calculated as is. The Principal must approve any exam make ups or exam date or time changes.

We understand that there are times when it is more important for a student to be somewhere else besides school. It is a parent's responsibility to make these decisions. Please also recognize that as a school we will try to do all we can to help, but in the interest of fairness to other students and teachers there may be limitations to what can be done. There may be an unavoidable negative effect upon learning due to absences, even if it is absolutely necessary to miss school.