

Dear Parents or Guardians,

At Camas Christian Academy, we recognize that a child's educational experience is not confined to the school building. We understand that vacation trips can be enlightening and valuable to a child's intellectual growth, and we encourage family time together. Keeping families in mind, we have considerably built a variety of vacation opportunities into our school calendar. We hope you will look at our scheduled vacation days before planning family time away, and do your best to keep family vacations to our school schedule.

We also understand that vacation during school days sometimes cannot be avoided. In such a case, we ask that **arrangements be made a minimum of two weeks before the planned absence** so teachers can have ample time to prepare away-from-school learning materials and to organize and write specific instructions for your child. To enhance your child's experience and to keep your child from getting too far behind the other students, please turn in this form at least two weeks before vacation. Additionally, please consider the following before making your decision to take your child away from the school environment:

1. "Being in school" is a unique experience that cannot really be made up. The opportunity for class discussion, the chance for involvement with a variety of instructional media, and the opportunity to have attention from the teacher, etc. for that day is lost to the child.
2. The State of Washington requires private schools provide a minimum of 1,000 contact hours per academic year. Though our calendar has a few more hours scheduled, we want to account for inclement weather and allow for ample Specialist time with your student.
3. Too many absences can constitute retention. Please note the Student Handbook for this year's specific policies to avoid a conflict.

If you have weighed the above concerns and still feel that it is of more benefit to your child to vacation with you, we respect your decision. We ask you to please note the following points:

1. The work your student is asked to do while away may be the exact written assignments that would have been completed in the classroom during the vacation time; however, it is also possible that the teacher may decide to substitute assignments that reflect your vacation plans. (For example, if your vacation involves a lot of automobile travel, the teacher may ask your child to trace your route on a map and keep a daily journal of vacation.) Students are responsible for completing any assignments required by the teacher during their vacation period. Work must be made up within a specified time, per the student handbook. Assignments that are not made up will be reflected in the grade.
2. Please cooperate with the teacher if it is necessary for a child to come to school early or stay late for extra help or make-up tests.
3. Please try to remember that the time that your child's teacher spends preparing work for him/her is an extra responsibility beyond the teacher's normal workload. Try to be considerate of the teacher's already crowded schedule.

Thank you for your consideration and cooperation,

Mrs. Boyles, Principal

## Extended Time Away Information Form

Please fill-out and return to the principal at least TWO WEEKS before plans to be away)

Student Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

1. We are planning a vacation/absence from \_\_\_\_\_ to \_\_\_\_\_.
2. To aid the teacher in preparing homework, here is a summary of our plans.
3. (Please circle will or will NOT): While away, there WILL / WILL NOT be an opportunity for my child to complete schoolwork. Please explain WILL NOT:
4. At this time, it is our choice to take our child out of school in order to vacation as a family. We have read the attached letter and understand the viewpoint of Camas Christian Academy administration and staff. We are willing to cooperate with our child's teacher(s) to make vacation time as educationally meaningful to our child as possible.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

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

Signature of Classroom Teacher \_\_\_\_\_ Date \_\_\_\_\_

