



**MILLVILLE SENIOR HIGH SCHOOL
VACATION FORM 2013-2014**

Since the school realizes that some parents in the community have no choice concerning their family vacation time, we have tried to incorporate into our attendance policy a provision for allowing students to go on family vacations, provided that their attendance and school work meet acceptable standards.

The school does not encourage this practice and parents taking vacations during the school year should be aware of the following:

1. School policy requires that students get any written work from teachers before the vacation and that such work be handed in upon students return.
 - a. A teacher is not required to accept the work if it is late.
 - b. The student may have additional work after he/she returns.
2. School policy requests that students be allowed to make up tests missed while on vacation approved by the school.
3. Not all work can be made up by written assignments. Parents must realize that a student's grades may suffer due to his/her absence from class.
4. **ALL VACATION DAYS WILL BE CONSIDERED PART OF THE STUDENTS 5 UNEXCUSED ABSENCES PER SEMESTER. NO VACATION DAYS WILL BE APPROVED AFTER THE 5 UNEXCUSED DAYS HAVE BEEN USED. VACATION DAYS THAT EXCEED THE 5 DAY UNEXCUSED ALLOWANCE MUST BE MADE UP BY ATTENDING CREDIT COMPLETION.**

TO BE FILLED OUT BY PARENTS:

STUDENTS NAME: _____ **GRADE:** _____

DATE OF VACATION _____ **TO** _____ **# OF SCHOOL DAYS MISSED** _____

PARENTS NAME _____ **DESTINATION** _____

The above request is for a family vacation. At least one parent will be on the trip.

SIGNATURE OF PARENT _____

TO BE FILLED OUT BY TEACHERS:

The parents/guardians have been informed that the absences(s) could affect the student's grade. Please inform the student of exactly how much work he/she will be able to make up and/or which he/she will be unable to accomplish due to his/her absence from class. Please cooperate with the students/parents on reasonable requests for assignments; however, we realize that this cannot be a substitute in the learning process for classroom attendance by all pupils.

TEACHERS SIGNATURE:

HOMEROOM _____

BLOCK 1 _____ **BLOCK 3** _____

BLOCK 2 _____ **BLOCK 4** _____