



South Christian High School Parent Requested Absence (PRA) Policy

A student's learning achievement is greatest when he/she is attending class and coming prepared to learn. A student's absence from class results in a natural loss of learning. Often the natural consequence of missed time in class is lower scores on tests and assignments. These lower scores may affect the final course grade, which becomes part of the student's permanent record and grade point average.

Occasionally, parents may decide that certain experiences or family needs may warrant students' absences from classes. We strongly discourage parents from taking their students out of class. However, should parents decide to take their children out of school, the following procedures are to be followed.

Guidelines

1. Requests must be made to the office using the PRA form **at least two days before the absence**. PRA's will then be authorized by an administrator.
2. On the day(s) off, students must be accompanied by their parent(s) or parent-appointed adult guardian (over 21).
3. PRA's should be used when the parents expect a student to be absent for more than one day.
4. These days should not be planned during the last five days of the nine weeks or during exams. Teachers will not spend time in or out of class helping students learn missed concepts for PRA's taken during these times.
5. When arranging for a parent-requested absence, keep in mind the excessive absence policy. "When a student misses more than 12 times in the semester, the student will lose credit for the course."
3. The school reserves the right to withhold permission for an excused absence based on the student's prior attendance record.

Making Up Work After Planned Absences

1. Prior to their leaving, students will make arrangements **with other students** to collect homework assignments and to take notes in their absence.
2. Students may request work from teachers prior to their leaving; however, it is possible that the teachers may not have work ready to distribute. The reality is that most work will have to be made up on the student's return.
3. On their return, students are encouraged to work with other students to learn material taught in their absence.
4. Upon their return, **students shall initiate contact** and set up appointments with the teachers to create a time table for turning in homework/projects and taking missed quizzes/tests. Students who fail to initiate contact with a teacher within a reasonable time will not be allowed to submit missing work.
5. All homework, projects, and tests must be completed in a timely manner. The time frame will be determined by the teacher at the scheduled appointment.
6. Quizzes and tests may be made up in Room 36 on Mondays, Wednesdays and Fridays between 7:00-8:00 a.m. or during a study hall. Teachers may have the option of giving an alternate version of a missed test or quiz.
7. Teachers have the option of how to grade the missed daily work/assignments.

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Parent Requested Absence (PRA) Form

****This completed form must be in the office at least 2 school days before the requested absence begins.****

I, the undersigned, request the absence of my student and I have read, understand, and pledge to abide by the Parent Requested Absence Policy and procedures for students of South Christian High School.

- For Office Use - date received _____ attendance entered _____ to dean of students _____	Student's Name	Grade	Date(s) of Absence			
	Reason for Absence		Parent Signature			
	<u>Teachers' Signatures Required</u>					
	1 st	2 nd	3 rd	4 th	5 th	6 th
160 – 68 th St SW, Grand Rapids MI 49548 616.455.3210 (Office) 616.455.8840 (Fax) www.schs.org						