

CCA Absence Policy (2009)

We have had an increase over the past years in families taking trips/vacations during the school year. While our philosophy is to support parents in these decisions, this issue is creating a problem. The most obvious one is a decrease in student learning for the absentee. For this reason, we highly recommend that parents avoid these types of absences for students with low or below average grades. Many times students who miss school for planned absences have already missed days due to illness, and the negative effect on learning is compounded. As a state approved school, we are under the state regulations which allow for *no more than 13 absences in a semester*.

Planned absences also have a negative impact on the classroom because of the additional load of teacher administrative duties that happen because of these absences. “Tracking” is a term teacher’s use which refers to 1) planning out work ahead for the student and getting it to them, 2) grading a bulk of work from one individual after the same work was graded in a grouping, and 3) chasing down the completed assignments from the student after he/she returns. The first two of these issues are always in play for teachers when these absences occur, and many times the third one as well.

In an effort to accommodate families and at the same time effectively manage the additional administrative challenges related to these absences, the following policies are now officially in place here at CCA. Please help in our efforts to deliver the highest quality education to your student and others by following these policies.

For planned absences (typically a vacation or trip):

- The parent must give 2 weeks written notice to the teacher(s)/office prior to the first day of the absence.
- The absent student is allowed 24 hours to turn in work upon return for absences of 3 days or more. Work for planned absences of 1 or 2 days is due upon return.
- Additional work such as science labs, some test, and some types of teacher monitored work may be given upon return.

For absence due to illness:

- Please call the CCA office or email cca@foundationcampus.org to report your student’s absence by 8:30 a.m.
- Homework assignments may be requested on the day of illness only if the request is made **before 8:30 a.m.** This homework will be in the office for pick up no earlier than the end of the school day at 3:00 pm.
- The student has 1 day to return work to the teacher for each day absent.

If you have any questions regarding these policies, please do not hesitate to contact the office.