

## Vacation Policy

Students are expected to take any vacations during regular school breaks and not during scheduled class, summatives or examination times for **both** January and June. Students who, with or without their parents, go on vacation of **up to two weeks** during regularly scheduled school time are responsible for:

- all work missed
- a completed Parent/Guardian Authorization Excusal Form at least two weeks prior to leaving.

Alternative arrangements for any missed tests or assignments during the absence must be made with the teacher in advance of departure.

It is the student's responsibility to meet with the teacher to make these alternate arrangements.

For vacations or other absences of **more than two weeks**, students and parents must meet with the Administration to discuss the possible consequences of the absence.

**NOTE:** Examinations will take place toward the end of January. Ongoing Summative evaluations and examinations in all courses will take place during the months of May and June. Alternative arrangements for missed evaluation will NOT be made during these times.

Teachers are not *required* to make alternate arrangements for students who miss school due to a vacation.