

Parents/Guardians,

You have indicated that your child will be away from school for a period of time due to vacation plans. At MCS, 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 "togetherness".

On the other hand, we do have concerns about vacations that are taken when school is in session, since vacation time for all students is built into our school calendar. We hope that you have considered 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. Written work can be completed, but the instructional experience can't be duplicated.
2. Many children who have been out of school have a period of readjustment to the classroom when they return. The readjustment period seems to be longer and more difficult for the children who are experiencing academic problems.

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 do ask your cooperation in the following ways:

1. Please notify the office of your vacation plans as soon as possible. Once the form is completed and approved, the teachers will be informed. Teachers need ample time to plan for your child's absence. Since most vacations are planned in advance, teachers have many more options to assign make-up work that they feel is appropriate. In some cases the work may be the exact written assignments that would have been completed in the classroom during the vacation time. It is also possible that the teacher may decide to substitute assignments that reflect your vacation plans. Students are responsible for completing any assignments required by the teacher during their vacation period. Work must be made up within 5 days. Assignments that are not made up will be reflected in the grade.
2. Gathering work for make-up work can be tedious due to many assignments being completed in class. If paper copies are given, please make sure the assignments are put in a secure place for completion and returned to the classroom teacher.
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 schedule.
4. Please refer to item 8 on page 7 of the Secondary Student Handbook about missed days. The handbook states that students may be denied academic credit for missing more than 10 days of school during a semester, whether these days are excused or not.

We ask that you complete the form below and return it to the elementary or secondary office.

Sincerely,

Paige Them
Elementary Principal

Craig Klotzbach
Secondary Principal

Student Vacation Form

Please complete this form and return to the elementary or secondary office **at least two weeks prior** to the vacation dates. This form is for vacation that is greater than one day of missed school.

Student Information

STUDENT	GRADE

We are planning a vacation for the following dates: _____ to _____. • While we are gone, (please X one)

There will be an opportunity for my child to complete schoolwork.

There will not be an opportunity for my child to complete schoolwork.

Please explain:

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 Mansfield Christian School. 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

Elementary: Return to Megan Young at young.megan@mcsflames.org

Secondary: Return to Becky Standridge at standridge.rebecca@mcsflames.org

If you have students in both elementary and secondary, complete just ONE form and the offices will share this information.

For office use only

Date received in office: _____

Principal signature: _____

Teachers notified: _____