



# CHRISTIAN ACADEMY

## Elective Extended Absence Policy, v2

### MANDATE: *What is our objective as a body of learning?*

At BCA, we value each student as an individual *and* as part of a community; we develop all aspects of their personhood with excellence, according to God's highest purpose for their "heart, soul, strength and mind."

## The Rationale



Educational studies consistently show a link between regular student **attendance** and the successful achievement of learning outcomes; kids who are *in* class generally do better. When students will be absent from school, we work with them and with their families in a proactive way in order to support their learning throughout their absence.

### Tough Love and Godly Grace

We recognize that we are training students who are in the *process* of learning, so we seek to extend to them godly grace; we also value cultivating within them a set of skills and attitudes that will nurture them towards maturity—hence the tough love.



"Love the Lord your God with all your mind...":

- o As a **community of learners**, we challenge all students to develop an attitude of excellence towards their studies in order to prepare them to be lifelong learners in their sphere of influence.

## The Policy

Students who will miss three or more days of school due to an elective absence—any absence other than for illness—are required to plan with their teachers and their parents/dorm guardians in advance of their absences in order to promote their ongoing academic well-being.

It should be noted that BCA courses are designed to be delivered in the context of the classroom environment with all of the richness of the relationships, interactions, learning activities, demonstrations and instructional assistance inherent therein. Except in extenuating physical and mental health circumstances, it is not part of our mandate to translate the classroom experience into a distance learning experience; furthermore, in many cases, it is not possible to represent through correspondence-style homework the type of learning experiences that are promoted through active engagement in the school environment. When students are electively absent from class, they have the responsibility of consulting with their teacher and working on their own time with their fellow students towards meeting the pertinent learning outcomes; it may be necessary for the student to hire an independent tutor in order to learn the content and to acquire the skills that they miss while they are out of the classroom environment.

In the event that students will reach 5 or 10 absences in one or more classes while they are away, the BCA office manager will proactively prepare an attendance awareness letter for the family. In the event that students will reach the maximum allowed 15 absences while they are away, the BCA office will advise the students and their parents of the relevant policy and the implications of the potential absences.

- a. We request that parents notify the BCA office in advance of the student's absence to ensure the accuracy of our attendance records.
- b. We require that our students take ownership of their learning process by meeting with each of their teachers a minimum of three days prior to their absences in order to develop a plan for ensuring that they will remain in good academic standing. Though we require three days' notice, we advise notice of a week or more. Before leaving, the students will need to complete any outstanding assignments they may have; they will also need to develop a plan with their teachers and their parents for the completion of the activities that they will miss as a result of their absences.
  - a. Students need to complete the relevant "General Information" form and the relevant "Course Information" forms with their teachers for all classes that they will miss; forms are available online and at the BCA office.
  - b. These forms need to be returned to the BCA office a minimum of two days before their departure in order to provide adequate time for processing according to the attendance policy guidelines.



Elective Extended Absence Form, *General Information*

This form is to be completed by students a minimum of three school days in advance of being away from school for an elective absence of three days or more; notice of a week or more is advised. We want to support you in maintaining and achieving your academic goals in all phases of your educational journey.

Dates of intended absences: \_\_\_\_\_

List the courses and the number of classes for each that you will miss:

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Reason for absence: \_\_\_\_\_

*Course Information:*

Please complete this form with your parents and one "Course Information" form with each of your teachers; please return all of your completed forms to the BCA office at least two days before your departure. We will keep the original and will provide a copy to you, your parents and each of your teachers.

Administrator's Comments:

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*Signatures:*

Student: \_\_\_\_\_

Parents: \_\_\_\_\_

Dorm personnel (if applicable): \_\_\_\_\_

BCA Administrator: \_\_\_\_\_



Elective Extended Absence Form, *Course Information*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course and Teacher(s): \_\_\_\_\_

Dates of intended absences: \_\_\_\_\_

Outstanding assignments: Yes or No: If yes, please list as these must be completed before you leave:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assignments/activities/tests that will be missed during your absence; please include the due dates for each activity that you have worked out with your teacher, as well as resources that you may need to complete the activity. Remember that you may be asked to complete some of these assignments before you leave in order to support your learning.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List challenges and needs you anticipate with regard to completing this work (i.e. explanations, tutoring, resources, access to internet, etc.); Please note that you may need to select a classmate to collect handouts on your behalf; you may need to make plans to meet with your fellow students or a hired tutor on your own time when you return to work through some activities. Please discuss these options with your teacher and your parents and include your plans for meeting your learning needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Signatures:*

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parents: \_\_\_\_\_

Dorm personnel (if applicable): \_\_\_\_\_

BCA Administrator: \_\_\_\_\_