

**Columbia Adventist Academy  
Pre-Arranged Absence**

Name \_\_\_\_\_ Date of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's Signature \_\_\_\_\_

(All information above must be completed before form is given to teachers.)



Class	Comments	Teacher Signature

On-campus Work Supervisor's Signature \_\_\_\_\_

## **Policy for Make-Up Work – Mission Trips**

One of the significant reasons for the existence of a school such as Columbia Adventist Academy is to help students develop a strong work ethic and an appreciation of the dignity of service. This is included in the school's mission statement, through both developing a deepening relationship with Jesus Christ and becoming active, caring citizens.

In an effort to promote these goals, CAA provides a wide variety of service projects, both in the local community and in third-world countries. We also encourage students to participate in mission activities sponsored by their local churches and the conference.

However, this inevitably impacts the classroom experience of the student. We want to be as cooperative as possible with students as they are making arrangements for participation in mission experiences. Since we will only be successful when there has been adequate communication, we ask that students (and parents, if necessary) make contact with teachers well in advance of any days during which they will be away from school. Teachers will make every attempt to provide students with required assignments. Wherever possible, teachers will provide assignments which coincide with the mission activity the student will be involved with. Students may not be required to complete all daily work which they miss. They will, however, be responsible for concepts covered as well as any tests and projects due during the time they are away. Teachers will determine the appropriate make-up period for work assigned. Grades given at the end of a grading period will reflect any work still missing.

## **Policy for Make-Up Work**

Policies for make-up work for legally unexcused absences are determined by individual teachers. Please consult the course outline for details.