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Dear Parents / Guardians,

Although the choice to take a family vacation while school is in session is ultimately left to parental/guardian discretion, these vacations are strongly discouraged during school time. Children who are absent because of family vacations miss valuable classroom instruction which can not be replaced. Material which has not yet been taught can not be "reinforced" by written assignments; therefore it is not always possible to give out assignments in anticipation of a planned absence. Such advance assignments under three days are made at the discretion of the individual teacher and principal.

**North American Martyrs School policy regarding family vacations
lasting more than 3 days is as follows:**

1. A note stating the reason and the travel dates must be sent to the teacher and principal's office at least one week prior to the vacation.
2. Advance assignments will not be given to any student prior to the vacation.
3. Work which the student has missed will be gathered during his/her absence and will be given to the student when he/she returns to school.
4. All make-up work will be due within a reasonable amount of time to be determined by the individual teacher.
5. Students will be given ample notification by the teacher as to dates to make-up any quizzes or tests missed during the vacation period.
6. The teacher may request a vacation journal or scrapbook be kept by the pupil.
7. Students may be assigned other tasks such as a book report, map work or math practice pages to be completed during their absence due to a family vacation.

Thank you for your understanding and cooperation in this matter.

In Christ's Love,

Mrs. Diane Fleet, Principal

Building the Future ... One Child at a Time

A MIDDLE STATES ACCREDITED SCHOOL