



STUDENT SABBATICAL POLICY

OVERVIEW

City Charter High School is committed to providing its students with the best educational programming possible. Often there are opportunities in the region or across the country that are consistent with City Charter High School's educational program. Examples of such programs include, but are not limited to, the Pennsylvania Governor's Schools, NASA Space Camp, the Pittsburgh Public Theater's Shakespeare program and the Student Conservation Association National Parks programs. Students may want to take advantage of these opportunities. Because outside programs often occur during the City Charter High School calendar, students may apply for a sabbatical to participate in the outside program. **Applications must be received at least 8 weeks prior to the sabbatical's start.**

In general, qualifying programs must:

1. Provide an opportunity that is superior to the existing City Charter High School program;
2. Further the students' education in a manner consistent with the mission, vision and philosophy of City Charter High School;
3. Be consistent with the student's Academic and Career Plans.

REQUIREMENTS FOR APPLICATION

Students interested in applying for a sabbatical must:

1. Successfully demonstrate proficiency in all coursework (B grade or higher) during the previous trimester.
2. Demonstrate proficiency in current coursework (B grade or higher).
3. Attend school and arrive on time at least 95% of the days of the current school year.
4. Demonstrate proficiency (B grade or higher) in workforce readiness.

APPLICATION PROCESS

The school's leadership team consisting of administrators, master teachers and the student's advisor will evaluate each student's sabbatical application.

1. Complete application and obtain advisor's approval.
2. Reach agreement with faculty members as to course deliverables at the end of the sabbatical.
3. Present sabbatical request to the leadership team.

REQUIREMENTS FOR COMPLETING THE SABBATICAL

1. Keep a daily journal.
2. Present a final report in oral, video or written form describing the experience to the panel.
3. Complete all City Charter High School class work that was missed during the sabbatical.



SABBATICAL APPLICATION

Date Submitted _____

Name _____ Grade Level _____

Student Advisor _____

Outside Educational Program _____

Requested Sabbatical Dates _____

Provide contact information regarding the program you plan to attend

Contact Name _____ Title _____

Phone _____ Email _____

Address _____

Program Description:

Include the following documents with this application:

- Application
- Academic and Career Plan
- Attendance Information
- Report Card
- Description and Details of Outside Program
- Description, Details and Date of Presentation to be Made Upon Completion
- Description and Details of Plan for making up course work

Student signature _____ Date _____

Parent Signature _____ Date _____

Advisor Signature _____ Date _____

Administrator Signature _____ Date _____

Master Teacher Signature _____ Date _____

We are an equal rights and opportunity charter school.