

• SABBATICAL POLICY •

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. Because outside programs often occur during the City Charter High School calendar, students may apply for a sabbatical to participate in qualifying programs. Ninety-five percent (95%) of the qualifying program must be academically rigorous and provide the opportunity for the student to research, study, or learn the facets of a subject area that are provided by the curriculum at City Charter High School. Students who will miss finals are required to complete culminating projects in each course or a grade of zero (0) will be entered for each exam.

Qualifying programs MAY not (1) Provide the student with compensation such as a paid internship or employment; (2) Be a camp, athletic training, tourist or sightseeing program; (3) Require the student miss more than **4 weeks** of City High instruction.

REQUIREMENTS

Students interested in applying for a sabbatical must meet the following requirements:

- Cumulative minimum GPA of 3.0 AND B grade or higher during the previous AND current trimesters in all courses including Workforce Readiness
- 95% attendance (Present AND On Time)
- No disciplinary referrals in the previous AND current trimesters
- Must be submitted to the Transition Office at least six (6) weeks prior to the start of the sabbatical.

SABBATICAL APPLICATION PROCESS

- Meet with Advisor to review requirements
- Submit completed sabbatical application to the Transition Office (at least 6 weeks prior to start date of the program)
- Administration will evaluate each student's sabbatical application
- Transition Office will inform the student, parents and Advisor of the final decision

UPON RETURN FROM THE SABBATICAL

Within one week of returning (or during the first week of the next trimester), student must complete 3 – 5 PowerPoint slides for the grade level television. Which (1) summarizes the program. (2) highlights the most memorable experience, and (3) explains why other kids should do this program in the future

DEPOSITS SHOULD NOT BE PAID UNTIL THE SABBATICAL IS APPROVED.
SABBATICALS WILL NOT BE GRANTED TO COMPLETE THE GRADUATION PROJECT.
STUDENTS ARE ONLY GRANTED ONE SABBATICAL EACH SCHOOL YEAR.

CITY CHARTER HIGH SCHOOL SABBATICAL APPLICATION

Applications must be received at least 6 weeks prior to the sabbatical's start.
Application must be PRINTED and completed in blue or black ink.

Name _____ Grade Level _____

Name of Program _____

Requested Sabbatical Dates _____

Provide the contact information for the program you plan to attend.

Name _____ Title _____

Phone _____ Email _____

Address _____

The STUDENT will include the following documents with this completed application. These documents must be TYPED with the student name, grade and dates of attendance as a header.

1. Program Description and Details (Include a program overview, itinerary, course descriptions)
2. How is the program relevant to your interests? How will this experience compliment your future academic and career plans?

Completed by ADVISOR:

- B grade or higher in previous AND current trimesters in all courses including Workforce
- 95% attendance (Present AND On Time)
- Cumulative GPA of 3.0 or above
- No significant disciplinary referrals in previous AND current trimesters
- Student has attached program description and details
- Student has attached TYPED well thought out answers to the questions above (#2)

Advisor Signature _____ Date _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Transition Office:

Date Received: _____

Administration:

Date Approved: _____

By: _____

By: _____