

## **POLICY FOR PLANNED ABSENCE I.E., FAMILY VACATION**

### **Grades K-4**

When an absence is planned, such as a family vacation, the parents are required to send a letter to the homeroom teacher one week in advance of the planned absence. The homeroom teacher will let the special teachers know how long the student will be away. Arrangements about making up missed work/tests and whether the student will take work with them will be up to the discretion of the teacher.

### **Grades 5-8**

When an absence is planned, such as a family vacation, the students in grades 5-8 are expected to make up all missed lessons; i.e., homework, class notes, assignments, projects, quizzes, tests, etc. Please note that classes in these grades move at a faster pace. When a student is absent their mastery of subject material, and perhaps their grade, may be affected.

#### **Student Responsibilities before leaving for the Planned Absence:**

1. Complete the **Planned Absence Form**
2. Take the **Planned Absence Form** to teacher/s to receive projected assignments.  
*Please note that homework grows from class work. Teachers adjust lessons daily due to class understanding/interaction. It is possible that the student may return to a schedule different than originally planned.*

#### **Student responsibilities when returning from a Planned Absence:**

1. The first day back the student is to report to teacher/s to turn in work.
2. Ask teacher/s if there is additional make-up work.
3. Set up a time with the teacher to take quizzes and/or tests missed.
4. The student is responsible for getting caught up in the time allowed. If the absence was three days, the student will have three days to complete make-up work and take quizzes and/or tests.

**No teacher is expected to meet with students outside of normal class time to make up work due to absenteeism resulting from family vacations.**



# Planned Absence Form

Please **print** legibly:

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

Homeroom: \_\_\_\_\_

Dates that you will be absent: \_\_\_\_\_

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

Parent/guardian signature: \_\_\_\_\_

Religion

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

Language Arts

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

Math

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

Science

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

Social Studies

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

Specials  
(Spanish,  
computer,  
PE, health)

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