

Planned Absence Policy

Parent Requested Planned Absence: Occasionally parents may decide that certain experiences or family needs may warrant a student's absence. Such absences are limited to a maximum of **five days** per school year and may not be taken in the last five days of class for the semester. During a planned absence the student must be accompanied by the parent, guardian, or other adult appointed by the parent.

The following procedures will apply:

- 1. Parents must make the request to the office at least 2 days prior to the absence.** The request is then approved by the attendance supervisor. The attendance supervisor reserves the right to withhold permission for any requested absence based on the student's prior attendance record and academic performance.
- 2. An email will be sent informing each of his/her teachers.** The STUDENT should follow up with each teacher to make arrangements for making up the work that will be missed and to provide the necessary materials. It is possible that some assignments or labs, because of the nature of them, cannot be made up. It will be up to the teacher to decide how to handle these. It may involve an alternate assignment or a lower grade.