

Planned Absences/Vacations

Policy

The Board of Education of District #155 believes that:

1. Learning is not solely confined to the classroom. Absence from school for some types of vacation can result in cultural advantages to the students. However, any extended absence from school inevitably leads to an academic loss to the absentee. This loss is much greater with some students than with others, so vacation absences must be treated with attention to the needs of the individual student.
2. Granting permission for a student to be absent for vacation is the prerogative of the administration. To secure this approval, the principal may request a conference with the parent, or the parent may initiate such a conference if they feel it might clarify the matter.
3. Full responsibility for academic progress during the vacation period is properly assumed by the student and the parents. A lowering of grades and academic rank in class are very real possibilities in case of extended absence from school. This should be clearly understood by the student and parent(s).
4. The building principal, in reaching his/her decision, shall consider both academic disadvantages and cultural advantages to the student, as well as other pertinent factors.
5. Teachers will in no manner be held responsible for tutoring students absent from school for a vacation. Tests may be made up at the convenience of the teacher. However, the teacher should be available for make-up work within a reasonable period of time. Assignments for work missed during the time of absence from school will be given to the student at the convenience of the teacher.

Procedure

Necessary steps to obtain permission for an absence:

1. A request from the parent of the student to be absent from school should be received by the attendance office at least 3 days prior to the planned absence.
2. The student will receive a copy of the **Planned Absence/Vacation Form**. This will be presented, by the student, to his/her teachers for their signature and comments.
3. This form will be returned to the parents by the student. The parents are now made aware of the probable effect the absence will have on the grades of the student.
4. The parents will sign the form and return it to the attendance office.
5. The signature of a building administrator will constitute an indication that the requested permission for absence has been approved.
6. The attendance office shall notify the student's teachers of the action taken on the request.

Planned Absence/Vacation Form

Community High School District #155

Student's Name _____ has requested a planned absence from
school starting _____ and returning to school on _____.
Day Date Day Date

Reason for Absence: _____

Teachers: Please make a statement regarding the present status of this student in your class, what you believe will be the consequence of the requested absence, and any assignments that should be completed.

Subject	Teacher's Signature	Comments

This form, complete with signatures of teachers and parent(s), must be returned to the Dean of Students three days prior to the first day of absence. **A call from a parent/guardian is also required.**

Signature of Parent