

GILFORD MIDDLE SCHOOL

PRE-ARRANGED ABSENCE/CREDIT REQUEST FORM

Student Name: _____ Grade: _____

Date of Absence: _____ No. of Days Absent: _____

We urge families to plan vacations around the published school calendar. However, the school district recognizes that sometimes parents cannot schedule their vacation time during summer months or during the school's vacation periods. The following procedure will be followed:

- a. Parent and student will present to the principal, or his/her designee, a written request for an excused absence. The principal, or his/her designee, will then give the student/parent an *Absence/Credit Request Form*.
- b. Students will be allowed up to seven (7) consecutive school days for the purpose of family vacation only once in a given school year.
- c. The *Absence/Credit Request Form* will be returned to the principal before the scheduled vacation whenever possible.
- d. The principal, or his/her designee, will make recommendations to the Superintendent of Schools for the requests of more than seven (7) consecutive days.
- e. Appeals to decisions made by the principal and/or superintendent may be made in writing to the Gilford School Board.

If possible, work available will be provided before the vacation for completion during the time away from school. The student will be provided with one day for every day missed in which to make up work. The exceptions to this shall be approved in advance by the teacher/principal.

For this absence to be considered excused (allowing for the missed work to be made up) this contract must be signed and returned to the MAIN OFFICE prior to the vacation. Signatures below denote agreement with the terms of this contract.

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VACATION CONTRACT PROCEDURES

- The parent presents a written request for an excused vacation, state the dates of absence, to the principal's office.
- A vacation contract is prepared by the office, and signed by the principal.
- A copy of the vacation contract and request from the parent are given to the student.
- The contract is then signed by the parent and the student and all of the student's teachers, and returned to the MAIN OFFICE BEFORE the vacation.
- The contract is filed in the student's cumulative file along with the original request from the parent.
- IF POSSIBLE, the classroom teachers prepare homework as requested and get it to the student prior to the vacation.

PREARRANGED ABSENCES:

In the best interest of everyone concerned, families of students in grade K-12 are urged to plan absences around the published school calendar. It is understood that absences are incurred at the discretion of the parent(s) with awareness of and responsibility for the added degree of difficulty imposed upon their child's progress as a result. The Gilford School Board also recognizes that some absences cannot be scheduled by parents in accordance with the calendar. In those circumstances, the following procedures shall be followed by students/parents seeking academic credit for missed work.

1. Absences of Seven (7) Consecutive Days or Less: Parents will notify the school office prior to the planned absence whenever possible. An Absence/Credit Request form must be completed to document and support the students' absence and to request that they be given opportunities to make up work for academic credit. Requests that meet these requirements will be approved only once in a given school year.

2. Absences Beyond Seven (7) Days: In unique circumstances in which more than seven (7) consecutive days absence are being requested, and where academic credit is being sought, parents will need to submit a written information/plan in support of the student(s) extended absence.

This information should be submitted in a timely manner (when possible) prior to the absence. This will include the length of the absence, the rationale, the activities (when applicable), and the steps to be taken in arranging for student's collection/completion of make-up work. (This may vary by grade level and subject.)

The principal will review the materials submitted and forward these materials with recommendations to the superintendent of schools for review and a decision concerning eligibility for academic credit. Requests for assignments must be made twenty-four hours in advance. Requests that meet these requirements will be approved only once in a given year. The recommendation will be based upon:

- student's academic standing/teachers(s) input;
- number of days missed to date; and
- rationale for the request.

The Superintendent may meet with parents. They will be notified of the decision in a timely manner.

Students granted approval for excused absences are responsible for making up all missed assignments as determined by and at the discretion of their classroom teacher(s). Students are responsible for gathering information on upcoming assignments, material to be covered, and pre-assigned work from their classroom teachers prior to their absence. (It should be noted that there is no expectation that a "day by day, lesson by lesson" list of activities be provided by teachers in this situation.)

The student will be responsible for arranging for make-up work on his or her first day back to class.

Students will be provided with one day for every day missed in which to make up work. The exceptions to this shall be approved in advance by the teacher/principal.

Copies of completed Attendance/Make-up Work Requests and administrative responses shall be included in the student records folder/file.

Academic grades/credit will be based on work completed. In the event that a student does not fulfill his/her make-up assignment responsibilities, they shall receive a failing grade for incomplete assignments.

Consideration will be given to special/extenuating circumstances when applicable.

In the event that there is no advance notification provided or written request submitted for vacation absences, the student's absence will be considered as unexcused and no credit or make-up work will be provided.

3. Attendance Appeals:

Appeals to decisions made relating to attendance should be submitted in writing to the attention of the Gilford School Board.

The Gilford School Board will act in a manner consistent with its authority under state law and administrative rules.

This policy/procedure is to be published in the parent/student handbook and made available through the school office upon request.