

PLANNED ABSENCE REQUEST GRADES 6-12

A planned absence for personal or educational purposes should be communicated to the school and the student's teachers as soon as possible prior to the actual dates of the absence. This allows time for both the students and their teachers to gather assignments, which will allow the student to return to school prepared for their course. All assignments are to be made up within five school days of return. *For grades 6-12 teachers are not required or expected to prepare assignments prior to the absence for personal or education reasons. Teacher's signature signifies awareness but not necessarily approval.* **Please note that despite the fact that the reason for the planned absence may be excusable per Maine Law, all absences for any reason except school field trips and participation in sanctioned athletic or academic activities, count towards the student's total absence.**

STEPS FOR PLANNED ABSENCE REQUEST

1. Parent request Planned Absence form from school. Forms can also be found on the school's website.
2. Parent/Guardian completes and signs the form.
3. Students must take the form to ALL of their teachers to sign off on, indicating that the teachers are aware of the planned absence.
4. Once the teachers have signed off, the form is then turned into the main office and approved by the Principal.
5. Copies of the completed and approved Planned Absence Request will be distributed to the student, the Principal.

RLRS ATTENDANCE POLICY

The Board believes that class participation is an integral part of successful learning and is essential if students are to meet both the course requirements and those established by the Maine Learning Results and the Common Core. When students are absent, regardless of the reason, learning is impacted both for them and their classmates. As such, the Board establishes the following guidelines to ensure that learning is the central focus for all students.

Excused and Unexcused Absences/Tardies

Maine state statute provides for excused school absences and tardies in the following five (5) areas: **Excused and Unexcused Absences/Tardies.**

1. Personal illness [after three (3) consecutive days absence, a doctor's note may be required.
2. An appointment with a health professional that can only be scheduled during the regular school day (documentation of the visit must be provided).
3. Observance of a religious holiday when the observance is required during the regular school day.
4. A family emergency
5. A planned absence for a personal or educational purpose. Such an absence must be pre-approved by the principal or his/her designee.

**** PLEASE NOTE:** In instances of extended consecutive absences of three days or more from practices or games, athletes will be required to practice one day for each day over three days missed consecutively before they return to competition. For example, if a student misses five consecutive practices/games, they will be required to practice two days before they can return to competition.

Unless the absence or tardy meets the above criteria, it shall be considered "unexcused." For grades 6-12 student wishing to take school assigned technology out of the State of Maine must complete a "Technology Agreement for School Device Use Outside of the State of Maine" form and return it with the Planned Absence form.**

TO BE COMPLETED AND RETURNED TO THE SCHOOL OFFICE

Student: _____ Grade : _____

Parent/Guardian: _____

Dates of Absence: From _____ to _____

Type of Absence Requested:

Sickness _____ Medical _____ Vacation _____ Bereavement _____ Recreation _____
Other _____

I certify that this information is true and correct. I understand that it is my responsibility to arrange for any make-up work and that certain activities and lessons may be impossible to make-up, such as field trips, labs, guest speakers, class discussions, etc.

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

_____ **Request submitted in writing prior to absence**

_____ **Academic status**

_____ **Attendance record/concerns** _____

_____ **Accepted** _____ **Accepted but not recommended** _____

Additional notes:

Administrator signature

Date

TO BE COMPLETED BY TEACHERS BEFORE APPROVAL BY ADMINISTRATION

All assignments are to be made up within five school days of return.. Teachers are not required or expected to prepare assignments prior to the absence for personal or educational reasons. Teacher's signature signifies awareness, not necessarily approval. Comments may indicate potential problems.

Class: _____ **Teacher signature:** _____

Assignment/Notes: _____

Areas of concern: _____

Class: _____ **Teacher signature:** _____

Assignment/Notes: _____

Areas of concern: _____

Class: _____ **Teacher signature:** _____

Assignment/Notes: _____

Areas of concern: _____

Class: _____ **Teacher signature:** _____

Assignment/Notes: _____

Areas of concern: _____

Class: _____ **Teacher signature:** _____

Assignment/Notes: _____

Areas of concern: _____

Areas of concern: _____

RANGELEY LAKES REGIONAL SCHOOL
** Respect * Leadership * Responsibility. * Service*

Technology Agreement for School Device Use Outside the State of Maine

Student

Name: _____

Serial Number:

Travel location(s)/destinations:

Dates device will be out of Maine:

Purpose for taking device with you:

Per the school's handbook, the student already agreed to the following:

*I will not remove any stickers or labels from this device or it's accessories.

*I understand that this is a school device to be used for educational purposes.

By taking the device out of the state of Maine, the student and parent(s)/guardian(s) take full financial responsibility for the device and its accessories including, but not limited to:

***Any and all damage to the device** - intentional or accidental including broken screen, dented case, or water damage.

***Loss of the device or issued equipment** - such as cords, charger, case, bag, and keyboards. Loss includes the including leaving the device and equipment on a plane, in a hotel, losing it to water, or any other unfortunate occurrence.

***Theft of device** - the parent(s)/guardian(s) are fully responsible to make reparations to the school for the full cost of the device, keyboard, or any other parts.

Important Note:

***Loss or Theft** of device requires a police report from the jurisdiction where the loss or theft occurred, A hard copy of that report must be given to RSU #78. The student is reminded to transport the device in its case at all time.

Student signature: _____

Parent/guardian name & relationship to student (print): _____

Parent signature: _____ Date: _____

School administrator signature: _____ Date: _____

REVIEWED: 9.18.2023

_Date: _____