

Planned Absences

Absences due to family vacations are discouraged during the school year. Absence for a family trip or vacation, extracurricular activities, non-school sponsored activities, etc., is to be considered planned absence.

An advance absence form is to be completed and submitted to the assistant principal's office prior to the scheduled absence from school with a parental note stating the reason for the student's absence.

- Planned absences are NOT to be requested on those days established for semester or final examinations.
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- It will be the student's responsibility to make up work and/or tests missed upon return to school. No more than one day's make up time shall be permitted for each day of absence. Teachers will not be expected to tutor individual pupils. However, due to lack of participation during vacation absence, a student's grades may be adversely affected.
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- All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in "0" credit to be computed in the pupil's current grading period average.
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- Absence in excess of ten consecutive school days may require individual tutoring at the parent's expense.

Absences not covered in the excused, planned, and suspension categories will be handled by the school principal.

BRECKSVILLE-BROADVIEW HEIGHTS MIDDLE SCHOOL

ADVANCED NOTICE OF ABSENCE

Frequent absences disrupt the instructional process. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. Absences due to family vacations are discouraged during the school year.

***** Students must make arraignments with their individual teachers in order to discuss assignments. It is the teacher's discretion whether assignments are given in advance. *****

Excused Absence:

1. Personal or parental illness
2. Medical, dental, or legal appointments (note of verification is needed to return to school)
2. Religious observances
3. Death in immediate family
4. Other emergencies or circumstances that constitute good and sufficient cause determined by the school administration

Upon the student's return: The student has the responsibility to arrange for any work and/or tests missed with his/her teachers. The time period shall be mutually agreed upon. As a guideline, one day's make-up time shall be allowed for each day of absence. It is the student's responsibility to seek help from the teacher to make up the work.

Planned Absence:

1. Family trip or vacation
2. Extracurricular activities or non-school activities
(Not to be requested during the days established for semester or final exams for high school credit)

Upon the student's return:

- A. It will be the student's responsibility to make arrangements for make-up work and/or tests missed. No more than one day's make-up time shall be permitted for each day of absence.
- B. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so may result in "0" credit in the student's current grading period average.
- C. Absence in excess of ten consecutive school days may require individual tutoring at the parent's expense or enrollment in another school during the period of absence.

Student _____ **Grade** _____ **Date** _____

Reason for Absence _____

Date/s to be absent _____

Signature of Parent/Guardian _____

Signature of Assistant Principal _____

Teacher's signature indicates that the teacher has been informed of the student's absence from class.

1. _____	4. _____	7. _____
2. _____	5. _____	8. _____
3. _____	6. _____	

THIS FORM MUST BE COMPLETED AND RETURNED TO THE ATTENDANCE OFFICE PRIOR TO YOUR SCHEDULED ABSENCE FROM SCHOOL.