

WAPAKONETA HIGH/MIDDLE SCHOOL POLICY ON VACATIONS

The staff of Wapakoneta High/Middle School hopes that parents will make every effort to schedule their vacations in conjunction with the Board-adopted school calendar. Although students have the opportunity to make up work missed, it is never possible to totally regain the information and learning experience provided by the daily classroom instruction and activities.

We know that some parents cannot control the dates of their vacations. We also realize that problems can arise from leaving teenage children at home alone for long periods of time. It is for these reasons that students may be excused for vacations. Approval of all requested vacations will rest with the school administration.

REQUEST FOR EXCUSED VACATION

1. Student contacts the Assistant Principal at least three days in advance of the requested vacation. The Assistant Principal will evaluate the request, confer with the parents, and approve or disapprove the request. Among factors that will be considered by the administrators are the student's academic standing, attendance to date, and total effort at school.
2. Student presents form to each classroom teacher at least three days in advance of the last day of attendance. Teachers will check the appropriate response, add comments, and sign the form.
3. Parent and student sign the request/agreement statement.
4. Student presents the completed form to the attendance office at least two days before departure date.
5. Failure to complete the necessary steps will result in an unexcused absence.
6. One vacation form of up to five days will be allowed per year per student.
7. Vacation days are reserved for use when the family cannot schedule such activities on non-school days. Shopping, birthdays, etc. are not considered approvable vacation days.

TO THE TEACHING STAFF

_____ grade: _____ request for vacation has been approved. You are asked to provide the information and assignments requested.

Date of Vacation: _____ # of school days: _____.

Assistant Principal's Signature

Date

PARENT & STUDENT REQUEST/AGREEMENT

We have read the policy statement and have shared the teachers' concerns. This request is made with our agreement to abide by the Board-approved stipulations. We understand the following:

- ✓ Teachers are not responsible for allotting time for tutoring students upon their return.
- ✓ All assignments must be submitted upon the first day back unless arrangements have been made with the individual teacher.
- ✓ Arrangements to make up tests or quizzes missed must be made by the student with each teacher during the first day back. It is understood that vacation days do count against perfect attendance.

Student Signature

Parent Signature

Date

Phone Number

