

AMHERST JUNIOR HIGH SCHOOL

Student's Name _____ Application Date _____

Attendance Record: Days Absent _____
1st 9 wks 2nd 9 wks 3rd 9 wks 4th 9 wks

Note to Student and Parents:

Board Policy 300.35 states:

In the state of Ohio only 6 reasons for a student absence are recognized under state law. They are: 1. personal illness 2. illness in the immediate family 3. death in the immediate family 4. quarantine 5. religious holiday 6. to assist parents in emergency work

- A. *In view of the above mentioned state regulations, it should be noted by the parents that the child is the one who is penalized if he/she is not in school. The parent is urged not to take the child out of school unless it is unavoidable. If such an occasion should arise, the parent is encouraged to comply with the following regulations so that the child will not be unnecessarily handicapped.*
- B. *Applications should be approved two full weeks prior to the vacation from the principal. Whether the work should be done pre (prior) or post (after) will be left to the discretion of the teacher. If the work must be done post (after), the student will have two full weeks to complete it.*
- C. *Approval of the application shall involve each classroom teacher. Each teacher should circle yes or no on the application. Yes meaning excused and no meaning unexcused. If a student received a "no" from an individual teacher, it will be necessary to conduct a parent conference involving the teacher, student, parent and an administrator.*
- D. *If a student will miss more than 10 (ten) days during the school year, it will be necessary for the parents to finance the cost of a tutor for the days missed over 10 (ten). The first ten days will be handled according to the procedure listed in Item C. Where tutoring is necessary, one hour of tutoring will be the ration used to determine the time to be tutored. The following steps are necessary for acquiring a tutor.*
 - 1. *Consultation with student's counselor.*
 - 2. *Presentation of circumstances to the principal.*
 - 3. *Acquiring of tutor and agreement upon cost of service.*
 - 4. *Tutor must hold valid Ohio Certification.*
- E. *If the parent has any questions regarding pre (prior) and/or post (after) work to be done, they are encouraged to call the school for an appointment.*