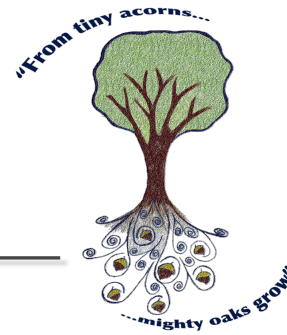


# Oak Middle School

45 Oak Street, Shrewsbury, MA 01545  
Tel: 508-841-1200 Fax: 508-841-1223

*Ann M. Jones, Principal*  
*Anne B. Koertge, Assistant Principal*  
*Scott M. Yonker, Assistant Principal*  
*Patricia Waterhouse, Middle School Special Ed Director*

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September, 2021

Dear Parent/Guardian,

Oak Middle School expects all students to be in attendance every day except for illness, religious reasons, or an emergency situation. Family vacations during school time are discouraged since consistent classroom instruction is key to successful academic performance. If your family must take a vacation during school time, please contact the appropriate grade level administrator in advance to discuss how missed work will be completed. A folder of missed work will be prepared during the student's absence, and not in advance. Students may also access Schoology to assist in keeping up with assignments. Missed work must be completed in a timely manner upon return to school. Due dates for all missed work will be set by the teachers and communicated to the student.

It is possible that during his or her vacation absence a student may miss all classroom instruction and related assessments for one or more standards. This may result in the student receiving a *1-Not Achieving* for a section or sections of that term's Report Card.

Please sign the form below and have your child return it to your child's grade level administrator. If you have any questions, please call Mr. Scott Yonker, at 508 841 1213 or Ms. Anne Koertge at 508 841 1205.

Sincerely,

*Ann M. Jones*  
Principal

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I have received a letter outlining the policy regarding a student absence from school due to a family vacation.

Student Name:		Team:
Parent Signature:		Date:
Dates of Vacation / Absence from School:		