



Lancaster Mennonite School

Attendance 2017 - 2018



****Please review the following attendance policies. These steps are the parents/guardians responsibility. Reminders will not be sent home with the students. You can check your child's attendance in your Oncampus account.***

School day and office hours

Classes begin at 8:15 a.m. and end at 3:05 p.m. The main lobby doors open at 7:45 a.m. Students should be in their classrooms by 8:10 a.m. and ready for classes to begin at 8:15. Students are counted tardy if arriving after 8:15 a.m. School office hours are 7:45 a.m. to 3:45 p.m.

Attendance

Parents should call the school office as soon as possible on the morning their student is absent or tardy. Parents may leave a message on the attendance line at **(717) 299-0436 Press 1**. An online *report absence form* or note from the parents/guardian should also be completed and submitted to the office upon your child's return to school. All attendance must be excused by a parent or legal guardian regardless of student's age within five days of your child's return. All attendance forms are located on our school website under Links for Parents at: <http://www.lancastermennonite.org/lancaster/index.php>

*Please read excused trip information below

Legal or Excused Absences

Excusable absences include illness, death in the immediate family, impassable roads or other urgent reasons approved by the principal or the principal's designee. With pre-approval, educational trips, church activities and college visits may also be excused. Unexcused absences include those for job interviews, care for younger children, oversleeping, missed bus, personal problems, traffic (unless unusual circumstances), hunting or fishing, shopping, hair appointments, farm shows (unless exhibiting) and trips (unless educational and pre-approved).

LMH does not give a penalty for the first three unexcused absences during the school year. Each additional unexcused day results in a 1% point deduction from the quarter grade in each course. Truancy from school and/or individual classes (unexcused absences without parental permission prior to the absence) results in a 2% point deduction from the quarter grade in each class missed. After the fifth absence for illness in a school year, the administration may require a note from a physician for all future absences for illness in order to record the absence as excused.

When a student is under 17, Lancaster Mennonite School is required to report excessive unexcused absences to the public school district in which the student resides. School district officials may take action against the student and the parents that could result in fines, participation in court mandated programs and/or suspension of the student's driving privileges. When a student has excessive absences a doctor or legal excuse will be required to be excused as well as a parent excuse card.

Tardy to School

A tardy to school is classified as excused or unexcused using the same criteria as for general absences. Each student is permitted one unexcused tardy to school per semester without penalty. Students are assigned to an after-school detention for their second through fifth tardy to school. For the sixth and any subsequent tardy to school, the student will meet with an administrator to devise a plan to modify the behavior.

Educational/Family Trips

A request for excusing an educational trip is to be made at **least five school days in advance** of the requested absence. This policy applies church activities and educational trips with a parent or other responsible adult. Educational Trip Request Forms can be found online or in the school office. To maintain satisfactory academic performance, the maximum number of days excused per school year should not exceed five.

College Trip Form

It is recommended to schedule college trips on days our school is not in session. A request for excusing a college trip is to be made at least **five school days in advance** of the requested absence. **Juniors** and **seniors** can visit **three** colleges/universities in a school year. College trip forms can be found in the school office or online.

***Seniors - Important**

Seniors who have enough academic credits for graduation but fail to meet the minimum attendance requirements will be allowed to participate in commencement; however, these students will not receive an LMH diploma until the days of excessive absence have been made up.

Thank you, Lancaster Mennonite School Administrations