



# LANCASTER MENNONITE

## Educational Trip Form

For school planning purposes, **please return this form five school days in advance** of the absence in order to be considered excused. **Please note:** a maximum of seven days will be excused for vacations/educational trips.

Student \_\_\_\_\_ Gr \_\_\_\_\_

Student \_\_\_\_\_ Gr \_\_\_\_\_

Student \_\_\_\_\_ Gr \_\_\_\_\_

Date of the first day of absence: \_\_\_\_\_

Date of last day of absence: \_\_\_\_\_

Date student/s will return to school \_\_\_\_\_

Person/s supervising student/s during absence: \_\_\_\_\_

Reason for absence:

\_\_\_\_\_  
\_\_\_\_\_

Students are responsible to get homework assignments in advance of the absence. A copy of this form will be emailed to parents/caregivers indicating the school's decision as noted below.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by office personnel:

- # of days used for previous trips \_\_\_\_\_
- # of days excused for this absence \_\_\_\_\_
- # of days unexcused for this absence \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



## ATTENDANCE POLICY AND PROCEDURES

### School Day

Classes begin promptly at 8:10 a.m. and end at 3:00 p.m. The building opens at 7:55 a.m. Students must be in their classrooms by 8:10.

### Excused Absences

A maximum of 15 days of cumulative excused absences with parental/caregiver notification are permitted during a school year. Parents/caregivers must notify the school of their child's absence and the reason in writing or by emailing the campus office. Absences are considered unexcused until acceptable notification is received. If notification is not received within five days after the student returns to school the absence will be unexcused.

All absences beyond 15 days (excluding absences excused by a physician) require documentation from a physician in order to be excused.

In accordance with Pennsylvania School Code, LM considers the following reasonable causes for absence from school with proper documentation:

- Illness: Administration may require a physician's note when absence is excessive.
- Educational Trips and International Home Visits: ***Trips require written parent/caregiver request and completion of an Educational Trip Form and prior approval. Educational Trip Forms must be turned in to the office at least five days in advance of the trip.*** These forms can be found online or in the school office. A maximum of seven days will be excused.
- Observation of a Religious Holiday: Requires written parent/caregiver request and prior approval.
- Death in the Family
- Administrative Discretion

### Unexcused Absences

Any absence not included in the above list is considered unexcused. LM does not give a penalty for the first two unexcused absences during the school year. ***Absences are unexcused until proper notification is received.***

### Tardies

A tardy is arrival to school after 8:10. Arrival after 10 a.m. will be counted as a half-day absence. Tardies are excused using the same criteria as absences. Students are permitted three unexcused tardies per year without penalty. After three unexcused tardies, an individualized plan will be created to help resolve the issue. After each additional two tardies, students will be charged with a half-day unexcused absence.

### Early Dismissal

Students must have written parent/caregiver permission to leave school prior to dismissal. Students leaving more than two hours early will be charged a half-day absence.