

**LMA School Board Policy RE:  
Absences, Attendance, Appointments, Tardiness, and Family Vacations**

If your Student is to be absent, call the school office between 8:15 and 9:00 am to report why and for how long. All absences require written excuse within 3 days to be considered an excused absence, containing the date, Student name, reason for absence, and Parent signature. For the safety of the Student, the school will call the Parent after 9:00 am for unreported absences.

Parents will be notified by letter when 3 unexcused absences have occurred. After **10** excused and/or unexcused absences, only a professional appointment verification will be accepted as an excused absence.

Student **attendance** is required on LMA Sunday and at the Winter and Spring Programs.

Scheduled **appointments** should be made during non-school hours or vacation days. Parent written or professional verification must be turned in for all absences, including appointments.

Parents need not be concerned about homework if a Student is absent for one day. If your Student is to be out of school for an extended amount of time, for any reason, notify the school as early as possible so we may plan ahead. Do not call the Teacher at home. Under most circumstances, homework will be given to the Student to complete while away. All assignments should be turned in by the second day of the Student's return to school unless otherwise instructed. Make-up work is at the discretion of the Teacher.

Chronic **tardiness** (more than 4) will be a demerit and addressed by Administration to help alleviate the situation. Weather and late buses will not be considered tardy.

**Family Vacations** require written advanced notice of two weeks and may not exceed 5 days. Teacher will prepare work to be completed and returned on the first day back to school. One trip per family per year, unless otherwise approved by Administration. Unapproved trips are unexcused absences.

8/22/2022