

**EDUCATIONAL LEAVE:** Family vacations should be planned around the school calendar. Travel that has an educational value may be counted as an excused absence. **To qualify, parents need to request an excused absence at least two weeks in advance of the trip.** The request should be written to the School Director and include the date of the trip, location of the trip, daily plan of learning experiences, homework from the classroom teacher, and the date of return to school. Assignments missed during the trip must be completed in a timely manner or a grade of zero will be assigned by the teacher.

Students are asked to keep a journal of their trip and to turn the journal into the office upon return. Families may request educational leave only **one time** per school year. The school can only excuse 5 days/year for educational leave.

Educational leave will not be granted during the first 20 days of school or during state testing windows.