WEEKEND AWAY POLICIES

1. A regular weekend begins at the end of the student’s last scheduled class on Friday. It ends at 7:30 p.m. on Sunday.

2. Seniors may take up to twelve (12) weekends away from school per school year; underclass students may take ten (10) weekends away.

3. A weekend form must be completed and returned to the Office of Student Life in Simon Student Center by 2 p.m. on Thursday preceding the weekend to be taken. Weekend forms may be obtained at the Office of Student Life in Simon Student Center or on the school website.

4. The weekend form must honestly state the departure and return times, transportation, and destination, including name, full address and telephone number, if somewhere other than home. It is a student’s responsibility to discuss intended weekend plans with his or her adviser and parent or guardian and to have his or her parent or guardian call or email the adviser. The adviser will then sign the form verifying that appropriate contact has been made and the parent or guardian has given permission. Day students must also secure permission in this same way as, occasionally, they request permission to miss Friday classes for a long weekend. Dishonesty in submitting the application or altering weekend plans after submission violates a major school rule and may be grounds for dismissal. Required appointments may not be missed without special permission.

5. The school reserves the right to deny or modify a student’s weekend permission for reasons of conflicting school appointments, scholastic standing, disciplinary status, or failure to furnish a statement of acceptable plans for his/her weekend. If a student is a member of any club, activity, or athletic team for which he/she might have some weekend obligations, he/she must get approval from the adviser or coach before taking the weekend.

6. In filling out the form, a student must specify the exact means of transportation he/she will employ in leaving and returning to Mercersburg. If a student will be riding in a car other than their own parents’, the student must include the name of the person driving the car. If a student will not be going to his/her home, the student must include the name, address, phone number, and relationship of the person with whom the student will be staying.

7. Students have the opportunity of taking one long weekend of their choosing during the school year in addition to the long weekends established by the school. When a student schedules a long weekend it begins at the end of the student’s last scheduled class on Thursday and ends at 7:30 p.m. on Sunday or begins at the end of the student’s last scheduled class on Friday and ends at 7:30 p.m. on Monday. Long weekends count as one of the twelve weekends for seniors and one of the ten available to underclass students.

8. Any student who returns from weekends early is under the rules of the school and must check in with the Dean on Duty, as soon as possible.
9. No students may elect to be away from Mercersburg on a weekend preceding a vacation or term examinations. Certain other weekends may be closed at the discretion of the School. No students who are on Academic Probation or Warning may take a weekend which causes them to miss classes. Students on Academic Probation may only take a weekend with special permission from the Academic Dean.

10. All students who wish to be away from Mercersburg for a regular weekend must complete the (white) form in the manner outlined above. A special (blue) form is required for a long weekend. It is similar to the regular weekend form except that the signatures of all teachers of your Friday or Monday classes are required as are the signatures of any activity adviser/coach, regular adviser and the Academic Dean. For the Long Fall, Winter and Spring Weekends a special weekend form will be used. The format is similar to a regular weekend away from Mercersburg.

11. If you wish to request special permission for missing a required appointment in connection with your weekend, you must submit your request with your weekend application on a special petition (yellow form) available in the Office of Student Life. This should be done at least one week in advance.

13. The general school policy concerning weekends may be found in the Blue Book.