



Book	Policy Manual
Section	200 Pupils
Title	Family Educational Trips
Code	204.1
Status	Active
Adopted	July 19, 2004
Last Revised	April 25, 2019

I. Purpose

A. The Board recognizes that although students have the responsibility to contact teachers and make-up assignments missed, it is not possible to obtain the benefit of classroom interaction with teachers and students unless students are in regular attendance at school.

B. Therefore, while the Board discourages unnecessary absences from school, it recognizes that, depending upon the circumstances, it may be necessary to approve family trips of educational value but only within the context of school purposes and school law.

II. Guidelines

A. Parents/Guardians who are planning to take their child on an educational trip during the time that school is in session may request an excused absence for the student.

B. Consideration of such a request is dependent on the following conditions:

1. Approved trips will normally be limited to five (5) school days in any given academic year.
2. Any days beyond the maximum of five (5) days permitted may be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action may be taken.
3. The Board and administration strongly advise parents/guardians not to plan educational trips within the first or last ten (10) days for the school term.

4. Except under extenuating circumstances, educational trips will not be approved on days when achievement tests or final exams are scheduled.
5. Requests should normally be submitted by the parent/guardian fifteen (15) school days prior to the student's anticipated absence using the proper form which may be secured from the school principal's office.
6. The following will be taken into consideration by the principal in granting permission for the trip:
 - a. The student's academic standing.
 - b. The student's attendance record.
 - c. The effect the absence will have on the student's educational welfare.
 - d. Exceptionality of the request.
 - e. The principal shall respond in writing within five (5) school days prior to the start of the trip.
7. When approval is granted before the trip is taken, the student's absence will be excused.
8. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence.
9. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused.
10. The student is expected to complete all school work that is assigned during the approved absence.
 - a. Such assignments will be given to the student immediately prior to the absence.
11. It will be the student's responsibility to contact teachers and make-up assignments missed.

III. Delegation of Responsibility

- A. The Superintendent is authorized to grant exceptions to this policy on a case-by-case basis.

Revision History:
April 22, 2014