

LOWER DAUPHIN SCHOOL DISTRICT

REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL TOURS AND TRIPS

The School District recognizes that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year.

Upon receipt of a prior written request from the parents or guardians, pupils may be excused from school attendance to participate in educational tours or trips, when such is approved by the Superintendent or designee.

The approval of each request will be based on the following criteria: The educational program of the pupil(s) involved, current academic standing, the pupil's attendance record, and the educational value of the trip to be taken.

The form should be submitted one (1) week prior to the date of departure. It is to be understood by each student and parent that class work missed during the period of absence will be made up within a timeframe established by the school. After the absence a Student Absence Report card (Blue Card) needs to be returned to the school.

TO BE COMPLETED BY PARENT/GUARDIAN:

Name of Pupil _____ Grade _____

Date(s) of Proposed Absence _____

Proposed Itinerary. Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

We have read the school policy and guidelines on the reverse side, and we are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy and guidelines.

Parent/Guardian Signature _____ Date _____

NO TRIP WILL BE CONSIDERED AS AN EXCUSED ABSENCE WITHOUT PRIOR APPROVAL

FOR SCHOOL USE ONLY

Number of days absent this year _____

Prior requests _____ Dates _____

Determination: Approved ____ Not Approved ____ Blue Excuse Card Received: Yes ____ No ____

School Official-Superintendent/Principal _____ Date _____

204.1. EXCUSAL FOR FAMILY SPONSORED EDUCATIONAL TOURS AND TRIPS

The Board requires that school-aged students enrolled in the district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

The Board also recognizes its responsibility to educate each student in order that s/he may accept the responsibilities of citizenship in a democracy and be a contributor to society. In order to meet this responsibility, the district will endeavor to provide an education to students who have disrupted their normal sequence of school attendance for approved family sponsored educational tours and trips.

The Board's, Superintendent's, or Principal's approval of any family educational tour or trip is for the limited and sole purpose of granting an excused absence from school. Approval does not constitute any assumption of responsibility or liability for family sponsored educational tours and trips.

If the adult directing or supervising the trip is also an employee of the district, the trip shall not be considered a school-sponsored trip under the circumstances explained in this paragraph. Any tour or trip involving students of this district planned by staff members of the district outside the curriculum shall not be approved by either the Board, Superintendent, or any other administrator. Staff members of this district who plan such tours or trips involving district students shall notify the Superintendent or principal of such tours or trips, which are neither sponsored nor endorsed by the district. Any materials advertising such tours or trips shall include a disclaimer stating, 'The trip is neither endorsed nor supported by the Lower Dauphin School District, the Board or any administrators and the district assumes no responsibility or liability for such trip.' No staff member may solicit students of this district for such tours or trips within the facilities or on the grounds of the district without the Superintendent's knowledge and permission.

Each tour or trip will be impartially reviewed by the administration and, dependent upon the individual circumstances, a decision will be rendered as to the procedure to be followed by the student. The best interests of the student will be kept uppermost in mind when said decision is rendered. Family sponsored educational trips requested during critical times within the school calendar (i.e. finals, state assessments, etc.) will not be approved.

Upon receipt of a written request from the parent(s) or guardian(s) of the student(s) involved, the building principal may excuse the student(s) from school attendance to participate in a family sponsored educational tour or trip. The principal may approve a family educational tour or trip not to exceed seven (7) consecutive school days in length, or a combination of several trips which do not exceed a total of seven (7) school days during any one (1) school year.

Such a tour or trip will be at the expense of the parent(s) or guardian(s) and permitted only upon prior approval of the principal.

The student(s) participating in the trip shall be subject to direction and supervision by an adult if different from the parent(s) or guardian(s) of the student(s). The principal shall be notified of the responsible adult if the individual is other than the parent or guardian.

Application for family sponsored educational tours and trips which would extend beyond the limits of this policy shall be made to the Superintendent.

The principal shall receive all written requests at least five (5) days prior to the departure date of the tour or trip. The student(s) involved in family sponsored educational tours or trips are responsible for obtaining all course work which will be missed prior to their departure and for completing such work within a timeframe established by the school. Student(s) are also responsible for making up all evaluations given while absent.

Absences which occur without prior approval or not approved as established in this policy will be considered "unexcused". Unexcused absences are subject to the procedures set forth in Board policy.