

# LAUREL HIGHLANDS SCHOOL DISTRICT

**SECTION: PUPILS**

**TITLE: FAMILY EDUCATIONAL TRIPS**

**ADOPTED:**

**REVISED: 9/14/2011**

## **204.1 FAMILY EDUCATIONAL TRIPS**

In accordance with basic School Board Policy it is necessary that family trips for educational purposes be considered within the context of school purpose and school law.

Parent who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students.

Consideration of such a request is dependent on these conditions:

1. The maximum of five (5) days permitted in any one school year may be used for Family Educational Travel.
2. Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful and will require a parental excuse.
3. The Board and administration strongly advise parents not to plan educational trips within the first or last ten (10) days of the school term.
4. The purpose, itinerary, and supportive educational aspects must be clearly explained in writing for justifying such an experience beyond the classroom.
5. Such a request shall be made by the parent five (5) school days prior to the student's anticipated absence using the proper form which may be secured from the school principal's office.

The school principal shall review each request for compliance with the stated conditions. The following will be taken into consideration by the principal in granting permission for the trip:

1. The student's academic standing.
2. The student's attendance record.
3. The effect the absence will have on the student's educational welfare.
4. Exceptionality of the request.

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence.

The student will keep a daily journal which is reflective of the educational benefits and experiences of this trip. The amount of content and format shall be determined by the student's grade level. The student is expected to complete all school work that is assigned during the approved absence. Such assignments will be given to the student immediately prior to the absence. If above requirements are met, student will not be considered absent on these days.

Therefore, do not mark the student absent unless they do not complete the requirements. All completed reports must be done and submitted in within five (5) days after returning from trip. The student is responsible for having each of his/her teachers sign off before leaving and upon submission of completed work.

It will be the student's responsibility to contact teachers and make up assignments missed.

Permission will ***not*** be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters.

The Superintendent shall be authorized to grant exceptions to this policy on a case by case basis when a need arises due to unusual circumstances.

**LAUREL HIGHLAND SCHOOL DISTRICT  
FAMILY EDUCATIONAL TRIP FORM**

**Student Name:** \_\_\_\_\_

**Date(s) of Trip:** \_\_\_\_\_

		<b>Teacher Signature/Date</b>	
<b>Teacher</b>	<b>Subject</b>	<b>Pre-Trip</b>	<b>Completion</b>

**Report of Trip:** *(Please follow the Outline format, as listed below, attaching Additional Sheets, when necessary)*

**A. Destination** \_\_\_\_\_

**B. Purpose/Proposed Educational Value of the Trip** \_\_\_\_\_

**C. Schedule of Events** \_\_\_\_\_

**D. Supportive Educational Aspects** \_\_\_\_\_

Signature of School Official \_\_\_\_\_ Date \_\_\_\_\_

**LAUREL HIGHLANDS SCHOOL DISTRICT**

**REQUEST FOR FAMILY EDUCATIONAL TRIP**  
(Prior Approval Required)

I/We request that \_\_\_\_\_  
Student's Name(Last) (First) (M.I.)

be excused for a Family Educational Trip for \_\_\_\_\_ school day(s). The trip would extend from  
\_\_\_\_\_ to \_\_\_\_\_.  
(Month Day Year) (Month Day Year)

**DESTINATION:**

**PURPOSE/PROPOSED EDUCATIONAL VALUE OF THE TRIP:**

**ITINERARY:**

**SUPPORTIVE EDUCATIONAL ASPECTS:**

Have you requested an excuse for a Family Educational Trip for this student in the past? YES or NO  
If YES, When?

I have read and understand all of the conditions of the Laurel Highlands School District Policy 204.1, Request for Family Educational Trips. I understand that my son/daughter is responsible to collect all school work before leaving for the trip and must submit it upon his/her return to school.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date of Request)

\_\_\_\_\_  
(Signature of Principal)

**APPROVED or DISAPPROVED**

**DATE** \_\_\_\_\_