

**SECTION: PUPILS**

**TITLE: STUDENT EDUCATIONAL TOURS AND TRIPS**

**ADOPTED: MAY 20, 1998**

**REVISED: AUGUST 17, 2011**

## **204.1. STUDENT EDUCATIONAL TOURS AND TRIPS**

Upon receipt of a written request from the parent involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such a tour or trip is so determined by the building principal, at his/her sole discretion, to serve a justifiable educational purpose under the circumstances, and pupil participants therein are subject to direction and supervision by an adult acceptable to the building principal and to the parents of the pupils concerned.

The School District will consider one (1) trip request each school year for a maximum of five (5) consecutive school days, subject to the following conditions:

1. Educational tours or trips will be considered for approval if the building principal determines that such tour or trip will be of educational significance to the student. In order for the building principal to make such a determination, the parent shall provide a written request for excusal which shall indicate the days to be missed, the destination of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session.
2. Unless some emergency arises, such requests shall be made at least two (2) weeks prior to the date of the tour or trip.
3. Unless some unusual family circumstances exists, such tours shall not be approved during the final two (2) weeks of the school term or during critical testing days.
4. Students with poor academic records, and/or poor attendance will not be considered.
5. All school work missed during the approved tour or trip shall be made up on the "initiative of the student and the reasonable convenience of the teacher."
6. It is not the intent of this policy to grant excused absences for tours or trips to local points of interest, attendance at sports events, hunting or fishing trips, shopping trips, limited family functions, or solely to accompany the family on vacation.
7. If the principal denies a student's educational tour or trip and the student still leaves, the student will receive an unexcused absence, which will

count toward the student’s cumulative absence total for the year.

8. If the absence request does not qualify as an educational tour or trip, it will be considered a vacation request. These days count against the absence limit although they will be considered excused.
9. “Take Our Sons and Daughters to Work” Day shall not be considered an educational trip or tour unless the parent is able to provide the principal with sufficient documentation of how the activities planned during this experience will provide a justifiable educational purpose. If the day is determined to meet the qualifications as such, the day will be considered as an educational trip, and therefore all criteria specified above will be maintained.
10. If a student will be absent from school to attend a college visit, the student is required to meet with a representative from the particular campus and request a statement on the University's letterhead, which verifies the student's date(s) of attendance. Once the student submits appropriate documentation to the attendance officer, the absence would be considered excused. Juniors and Seniors are permitted up to three (3) school days each year for college visits which will be noted as “School Approved” and will not count toward the student’s absence limit, as long as the student fulfills the documentation requirements.

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