EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: NON-SCHOOL DISTRICT SPONSORED EDUCATIONAL TRIP OR TOUR

ADOPTED: August 19, 2002

REVISED: February 23, 2004
January 26, 2009

204.2. NON-SCHOOL DISTRICT SPONSORED EDUCATIONAL TRIP OR TOUR

1. Purpose
SC 1329

Student absences are generally governed under the definition and authority of the School Code. This section permits student absences to be considered excused in cases of illness, quarantine, recovery from an accident, required court attendance, death in the family, or any "other urgent reason" justifying a temporary absence.

The school district recognizes that occasionally students may have an opportunity to participate in a trip or educational experience outside of school during the regular school day. This policy establishes procedures to be followed by parents when requesting approval for such an experience and criteria to be used by the administration in acting on these requests.

A trip may be considered an educational experience if it broadens the student's understanding of social, cultural or geographic values and concepts.

2. Authority
Title 22
Sec. 11.26

The Board requires that requests by parents to have their children excused from school for educational vacation trips or tours must therefore be evaluated under the authority of the law.

1. A school district may excuse a student from school attendance in order to participate in a non-school district sponsored educational tour or trip if the following conditions are met:

   a. The student's parents or guardian prior to the trip submits to the school district a written request for the excusal.

   b. The student's participation on the trip or tour has been approved by the Superintendent.

   c. There is an adult who is directing and supervising the student during the trip or tour who is acceptable to both the parents or guardian and the Superintendent.

3. Guidelines	2. The school district may limit the number and duration of trips or tours for which excused absences may be granted students during the school term. When a parent/guardian wishes a student's absence for a family-based non-school district sponsored educational trip or tour to be recorded as an excused absence, a properly completed Board-approved request form must be submitted to the building principal. Approval of each request will be based on an evaluation of the following standards: 1. Previous attendance records. 2. Previous requests. 3. Academic performance. 4. Anticipated educational value of the activity. A student may be excused from school attendance in order to participate in a non-school district sponsored educational tour or trip if the following procedure is followed: 1. At least ten (10) days prior to the beginning date of the proposed tour or trip, the student's parent(s)/guardian(s) shall submit to the school principal a written request for the excusal, on the Board approved form, indicating the educational value of the trip or tour and the activities that will enhance the student's cognitive development and all other information as required by the form. 2. The school principal shall approve requests that meet all of the following conditions: a. A non-school district sponsored educational trip or tour may not exceed more than five (5) days and may occur only once in any one (1) school year. Any days beyond the maximum of five (5) days permitted will be considered unexcused and may be deemed unlawful for students under age seventeen (17), which may require appropriate legal action. b. At the time of the request, the student must have earned, for the school term, a grade of "C" or above in English, reading, mathematics, science, and social studies at the intermediate school level or in at least two (2) core courses at the high school level. At the elementary school level, the student must have earned, for the school term, a

grade of "S" or above in the aforementioned subjects. Thus, for the purpose of this policy, acceptable academic performances is defined as the grade of "C" or above or "S" or above, depending upon grade level.

c. No approval of non-school district sponsored educational trips or tours will be granted at the following times during the school year:

1) During the first or last five (5) days of the year or, in the case of high school students of the school district, the first or last five (5) days of each semester.

2) During the administration of achievement tests or statewide assessment tests.

3) During the secondary school examination periods at the end of the first and second semesters.

d. One (1) request for such an absence must be completed for each student.

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

4. The student is responsible for securing and completing all classroom assignments during the period of absence. It will be the student's responsibility to contact teachers and make up assignments missed. The student is expected to complete all schoolwork that is assigned during the approved absence. A maximum of three (3) days of assignments provided to the student before the trip or tour shall be completed and returned at the completion of the trip or tour. All other work, tests, etc., that were missed shall be completed within one (1) week of the student's return to school.

Failure to obtain approval for an educational trip or tour, as outlined in this policy, shall result in any absence being recorded as unexcused and possibly unlawful.

In the event that the parent(s)/guardian(s) disagree(s) with the decision of the school principal, an appeal may be made to the Superintendent for review. Any appeal sought prior to the beginning date of the student's requested absence will be considered. The Superintendent's decision shall be final.