

# DOWNINGTOWN AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

APPROVED: September 14, 2011

REVISED: November 13, 2019

## 204-AG-10. ABSENCE FOR NONSCHOOL-SPONSORED EDUCATIONAL TRIPS

Persons in parental relation may request that their child be excused from school attendance to participate in an educational trip not sponsored by the school district. Since regular class attendance is a critical component of a student's education program, the educational benefits of the trip should outweigh the negative impact of the disruption of the student's educational program.

Each request to excused a student from school attendance for an educational trip will be individually reviewed and evaluated to determine if the trip serves an educational purpose and to ensure that an adult acceptable to the person in parental relation and the Superintendent or designee will direct will direct and supervise the student during the trip. The student's academic achievement and prior attendance record also will be considered.

A request for an educational/family trip is subject to the following conditions:

1. The person in parental relation must submit a written request to the building principal on the district form, which will indicate the days of absence; destination of the trip; adult providing supervision; and educational value of the trip.
2. If more than one (1) child in a family is taking the trip, and the children are in different school buildings, individual requests must be made to the building principal of each school the children attend.
3. A request must be made at least three (3) days prior to the date of the trip.
4. No more than ten (10) school days each school year per student will be approved for an educational/family trip, which may be extended at the discretion of the building principal.
5. Trips that coincide with the first or last ten (10) days of the school year or during state assessments or final examination periods will not be approved, except in emergency situations.

Requests for students to be excused for more than one (1) family trip during a school year will most likely not be honored.

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The building principal will review each request for compliance with the stated conditions and make a recommendation before submitting the request to the Superintendent.

The building principal will notify the person in parental relation of approval or denial of the request.

If approval is granted prior to the trip, the student's absence will be excused. If prior approval is not granted, the absence will be classified as an unexcused absence and students will not be permitted to make up work unless authorized by the principal. If a student's absence exceeds the approved number of days, those absences will be classified as unexcused.

The building principal has the right to deny a request at any time during the school year when, in the judgment of the principal, there is a pattern of excessive absence from school or the student is in poor academic standing.

The student is responsible for the following:

1. Getting all assignments from classroom teachers prior to leaving on the trip.
2. Completing all given assignments and assessment within the time period specified.
3. Submitting all completed assignments to teachers upon return to school or as indicated on the assignment sheet.

Students will not be permitted to take mid-term or final examinations early or late due to educational trips or vacations.

Persons in parental relation are discouraged from making vacation plans during the school year on a regular or yearly basis. It is understood that there is occasionally the necessity of taking a family trip during the school year, but it is believed that frequent trips are an unnecessary detriment to the education of the student.

When an absence from school due to a trip or vacation exceeds ten (10) consecutive school days, the student will be withdrawn from school and re-enrolled upon return unless exempted to do so at the discretion of the building principal.