

WINDBER AREA SCHOOL DISTRICT

SECTION: STUDENTS

TITLE: FAMILY EDUCATIONAL TRIPS

ADOPTED: April 20, 2010

REVISED: September 6, 2011

204.1. FAMILY EDUCATIONAL TRIPS

While the Board discourages unnecessary absences from school for reasons explained in the Board's Attendance Policy, the Board also recognizes that, depending upon the circumstances, limited family trips of educational value can be in the student's interest, but only when appropriate standards are met consistent with School Law and appropriate educational objectives.

Parents who are planning to take their child on an educational trip during the time that school is in session may request an excused absence for the student. Parents are advised to make the request before making any non-refundable vacation commitments. Consideration of such a request is dependent on these conditions.

1. A trip may be considered an educational experience if it broadens the student's understanding of social, cultural, scientific, geographic, or other educational values and concepts.
2. Trips will be limited to five (5) school days in any given academic year, except as provided in item 10.
3. Any days beyond the maximum of five (5) days permitted will be considered unexcused for students of compulsory school age who are under age seventeen (17) and appropriate action will be taken under the district's Attendance Policy for unexcused absences.
4. Students must be present during standardized test dates, as identified by the building administration, and high school course final exams. Parents should contact the school to obtain or verify these dates. No trips will be approved during this time period or during scheduled days of school preceding Labor Day or during scheduled final exams, except when specially allowed by the appropriate administrator for an exceptional event the scheduling of which is beyond parental control. If a parent has had a trip approved, additional school days scheduled because of inclement weather cancellations ("snow days") or for other reasons will not affect the ability to take the pre-approved trip.
5. Requests should normally be submitted by the parent or guardian no later than

<p>PA Code Title 22 Sec. 11.26 Board Policy 204</p>	<p>fifteen (15) school days prior to the student's anticipated absence using the proper form which may be secured from the school principal's office.</p> <ol style="list-style-type: none">6. Approval must be given <u>before</u> the trip.7. The following will be taken into consideration by the principal in granting permission for the trip:<ol style="list-style-type: none">a. The student's academic standing.b. The student's attendance record.c. The effect the absence will have on the student's educational welfare.d. Exceptionality of the request.8. The principal shall respond in writing within five (5) school days after receiving the request. Approval is not automatic and may be denied after consideration of the factors in paragraph 7.<ol style="list-style-type: none">a. When 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 unexcused. Should the student's absence extend beyond the approved time, such days will be classified as unexcused.b. The student is expected to complete all school work that is assigned during the approved absence. The student or parent/guardian shall obtain assignments prior to the absence and the student shall complete the missed work within a reasonable time after returning from the trip.c. It is the student's responsibility to contact teachers and make any necessary arrangements to make up the missed work or any missed tests.9. In the event of unforeseen circumstances, such as canceled flights, severe weather conditions, or the like, the principal may excuse additional days of absence but only for the additional time needed because of the unforeseen circumstance and only upon satisfactory documentation being provided.10. In exceptional cases, additional excused absences may be approved in advance of the trip, when the principal deems the trip of exceptional educational value and when the student's overall attendance and academic record justifies additional absence. Grades and PSSA test results may be considered in this determination. The principal's determination is subject to review by the superintendent whose decision shall be final.
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