

# COATESVILLE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 26, 2016

REVISED:

## 204-AR-8. ABSENCE FOR EDUCATIONAL TRIPS

Parents/Guardians 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 educational program, the educational benefits of the trip should outweigh the negative impact of the disruption of the student's educational program.

Each request to excuse 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 parent/guardian and the Director of Pupil Services 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 trip is subject to the following conditions:

1. Parent/Guardian 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 supervision; and educational value of the trip.
2. If more than one (1) child in a family is taking the trip, the request for all the children must be included in the request made to the building principal of the oldest child. That principal will coordinate the review of the request with the appropriate principals.
3. Request must be made at least two (2) weeks prior to the date of the trip.
4. No more than five (5) school days each school year per student will be approved for an educational trip.
5. Trips that coincide with the first or last ten (10) days of the school year or during final examination periods will not be approved, except in emergency situations.

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

The building principal will notify the parent/guardian 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 unlawful absence. If a student's absence exceeds the approved number of days, those absences will be classified as unlawful.

**REQUEST FORM**

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Destination: \_\_\_\_\_  
\_\_\_\_\_

2. Day(s) the student(s) will be missing school: \_\_\_\_\_  
\_\_\_\_\_

3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. State the reasons why the educational trip cannot be taken on days when school is not in session.  
\_\_\_\_\_  
\_\_\_\_\_

5. Student will be accompanied by parent or guardian. Yes \_\_\_\_\_ No \_\_\_\_\_

6. Name(s) of school age students attending the trip and the building to which they are assigned:

<u>Student</u>	<u>Grade Level</u>	<u>Building</u>

PLEASE RETURN TO THE PRINCIPAL OF THE SCHOOL YOUR OLDEST CHILD ATTENDS.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date