

FAMILY EDUCATIONAL TRIP APPLICATION

Please complete the sections below so we are able to make a determination as to whether your request will be considered an excused absence.

Student's Name	Grade	Homeroom Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date(s) of the trip: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Learning experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The student will complete one of the following activities during the vacation. The building principal must approve the project chosen by the student. **If the activity approved is not completed, the trip will be considered illegal.** The student will have the number of school days to complete the project, which equals the length of the trip.

- \_\_\_\_\_ Student will keep a journal of the trip and turn in to the principal for approval.
- \_\_\_\_\_ Student will complete a class presentation covering the education experiences gained from the trip.
- \_\_\_\_\_ Student will develop a project, which is approved by the principal, and return to principal for approval.

Parent/Guardian's Signature	1 <sup>st</sup> request	2 <sup>nd</sup> request	Phone Number
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\_\_\_\_\_ Approved/Lawful Absence (**may be changed to unlawful is the approved activity is not turned in**)

\_\_\_\_\_ Not approved – Days will be marked unlawful

Total # of Educational days used: \_\_\_\_\_

Total # of Days absent from school: \_\_\_\_\_

Current grades: \_\_\_\_\_

Principal's Signature	Date Received
Superintendent's Signature	Date Received

- 516.1 This section deals with tours and trips which are not part of the school curriculum and require the student to be absent from school. The responsibility for approving a student's participation in a non-school-sponsored tour or trip lies exclusively with the school principal or the superintendent.
- 516.2 It is the philosophy of the Forbes Road School District that all student should be in attendance at school every day except for illness, other urgent reasons, or for proper excuses. However, school officials realize there may be circumstances that require students to be absent from school because of parents vacation during school term. There may be occasions when parents want their child to participate in a tour or trip which is non-school sponsored and which will result in absence from school.
- 516.3 In accordance with basic School Board policy, it is necessary that family trips of educational purposes be considered within the context of school purpose and school law. Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent upon these conditions.
- 516.3a The maximum of five (5) days permitted may be used for no more than two (2) such trips in any one (1) school year. Any number of days less than five (5) used in the two (2) trips will be forfeited. Special request for more days can be forwarded to the superintendent by the principal.
- 516.3b Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students under the age of seventeen (17) and appropriate legal action will be taken.
- 516.3c The parent/guardian is responsible for contacting and submitting a written request to the principal providing the details of the tour or trip. The school principal must receive the written request **at least fifteen (15) school days in advance of the scheduled absences**. More time is preferred. In an emergency situation, the superintendent will have the authority to approve requests made in less than fifteen (15) school days.
- 516.3d The school principal will consult with the parent regarding details of the tour or trip to ascertain its purpose and who will be responsible for supervision of the pupil on the trip or tour.
- 516.3e The purpose, itinerary, and supportive educational aspects must be clearly explains for justifying such an experience beyond the classroom.
- 516.3f If 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 an unlawful and unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused.
- 516.3g The student is expected to complete all schoolwork that is assigned during the approved absence. It will be the student's responsibility to contact teachers and make up assignments missed. Such assignments will be given to the student immediately after the absence. This will allow students to concentrate on the learning experience provided by travel.
- 516.3h Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school's examination periods at the end of the first and second semesters. Futhermore, no request shall be approved for a student who has been absent from school for more than 5% of school days in the current academic year unless the student has experienced and documents extraordinary illness/injury or other circumstances.
- 516.3i The parent/guardian has the right to permit the child to go on non-school sponsored trips or tours. However, the school district has the right to judge the absences as being excused, unexcused, or illegal. If the absences is unexcused, the pupil will not be permitted to make up assignments or tests. If the absence is excused, the pupil has the right to make up schoolwork and tests that are missed. It is the pupil's responsibility immediately upon returning to school from an absence to contact teachers for assignments and tests and complete them according to instructions from the teacher(s). If the student fails to make up the assignments within a reasonable period, the incomplete grades will be converted to failing grades. A reasonable period is considered to be one day of each day of absence from school.