

ADMINISTRATIVE REGULATION

# SPRING COVE SCHOOL DISTRICT

EFFECTIVE: 03/11/2018

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 benefit 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 District Administration 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 (No. 204-AR-9), which will indicate the days of absence; destination of the trip; adult supervision; and educational value of the trip.
2. Request should be made at least five (5) days prior to the date of the trip.
3. No more than one educational trip of up to ten (10) school days each school year per student will be approved by the building principal. Requests outside of these parameters will require approval by the superintendent.
4. Request should not coincide with scheduled State assessments (PSSA or Keystone Exams).

The building principal will review each request for compliance with the stated conditions before approving the request or submitting the request to the Superintendent, if applicable. The 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 ultimately exceeds the pre-approved number of days, any absences not pre-approved will be classified as unlawful.

The student is responsible for the following:

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