

APPENDIX A

JUNIATA COUNTY SCHOOL DISTRICT

<p>1. Purpose</p> <p>Pol. 204</p> <p>2. Guidelines</p>	<p>204.1. EDUCATIONAL TOURS AND TRIPS NOT SCHOOL SPONSORED</p> <p><i>This policy deals with tours and trips which are not a 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 building principal or Superintendent.</i></p> <p>In accordance with Board policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and school law.</p> <p>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 on these conditions:</p> <ol style="list-style-type: none">1. 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 two (2) trips will be forfeited.2. Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken.3. The parent/guardian is responsible for contacting and submitting a written request to the principal providing the details of the tour or trip. The written request must be received by the building principal at least ten (10) days in advance of the scheduled absence. More time is preferred.4. The building 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 student on the trip or tour.5. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.6. 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.7. The student is expected to complete all school work 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 prior to the absence, and may include a report to be placed in the student's Writing Across the Curriculum portfolio.8. Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters. Furthermore, no request will be approved for a student who is experiencing academic difficulties, or who is academically ineligible to participate in extracurricular activities. Finally, no request shall be approved for a student who has been absent from school for more than ten (10) school days in the academic year unless the student has experienced a documented extraordinary illness/injury or circumstance.9. 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 absence as being excused or unexcused. If the absence is unexcused, the student has the right to make up school work and tests that are missed. It is the student's responsibility immediately upon returning to school from an unexcused or excused 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 within a reasonable period of time school assignments and tests missed due to absence from school, the incomplete grades will be converted to failing grades. A reasonable period of time is considered to be one (1) day for each day of absence from school.
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Application for Educational Tours and Trips

Not School Sponsored

This application must be completed and submitted to the principal of the participating students at least two weeks prior to the scheduled vacation. An application must be submitted to the principal of the building where the children are matriculated.

<u>Student</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of the Trip _____

Destination _____

Planned Educational Activities:

Day 1 _____

Day 2 _____

Day 3 _____

Day 4 _____

Day 5 _____

The student will complete the following activities during the vacation. (Check all that apply)

_____ Student will keep a journal of the trip of which length and content should reflect the instructional level of the child.

_____ Student will complete a class presentation covering educational experiences gained from the trip.

_____ Student will complete a writing assignment related to the experience.

_____ Student will develop a project which is approved by the principal.

The projects chosen by the student must be approved by the building principal. The student will have the number of school days to complete the project which equals the length of the trip. Projects completed unsatisfactorily will result in absences being coded illegal.

Describe in the space below how this trip will be beneficial to your student's educational program.

_____ (Parent Signature)

_____ (Date)

_____ Approved

_____ Disapproved

_____ (Principal Signature)

_____ (Date)

_____ (Date Received)