

FAMILY TRIPS SCHEDULED DURING SCHOOL YEAR

Although the scheduling of family trips during the instructional year is not encouraged, the Centennial School Board recognizes that students may benefit educationally by accompanying their parents on trips.

The Superintendent is responsible for the implementation of this policy.

Policy: 3.24

Adopted: 01/27/81

Amended: 06/10/86

..... 04/25/89

..... 03/09/93

..... 05/13/97

..... 09/22/98

..... 05/14/02

..... 05/09/06

..... 03/13/07

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I. Parent Requests for Approval

- A. Request for approval of a student's absence because of a scheduled family trip shall be submitted in writing to the principal prior to finalizing arrangements but at least two (2) weeks before the trip.
- B. The parent's letter of request should include:
 - 1. Dates of absence
 - 2. Reason for trip
 - 3. Destination
 - 4. Statement of educational benefit to student
 - 5. Names and relationship of adults responsible for the student while on the trip.

II. Guidelines for Trip Approval

- A. The principal may approve no more than three (3) school days during a school year, for student absences for family trips during the school year.
- B. Principals shall notify parents of approved trips within one (1) week of receipt of request.
- C. Requests for exception for extenuating circumstances to the three (3) day limitations set forth in II. A shall be forwarded to the Assistant Superintendent or the Director of Secondary Education for review.
- D. Approved student trips shall be marked as lawful absences on the attendance card.
- E. Principals shall consider the achievement and attendance of the student when reviewing a request for family trip.

Note: Days approved count toward the total of ten lawful days permitted per Policy 3.26.
- F. The student shall be responsible for securing from his/her teacher(s) the required assignments prior to the period of absence. A minimum of four (4) school days notice must be given to allow teachers to prepare assignments.
- G. Upon the return to school, the student is responsible for the submission of completed assignments. Arrangements for the make-up of any additional assignments and tests/quizzes shall be made within five (5) school days of return by the student.

III. Disapproved Trips

- A. The principal shall notify the parents in writing and specify the reason(s) for disapproval within one (1) week from receipt of request.
- B. Disapproved trips shall be marked as unlawful absences on the student's attendance card.
- C. When a student accumulates three days of unlawful absences the principal shall issue a notice to parents informing them that additional unlawful absences shall be reported to the Magisterial District Judge with a recommendation that the parents be fined after a finding of guilt (See Section IV.A. of policy 3.26, Student Attendance).
- D. Parents may appeal in writing the denial of a request to the Assistant Superintendent or Director of Secondary Education.

Administrative Procedures: 3.24

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