

NORTHERN BEDFORD COUNTY MIDDLE / HIGH SCHOOL

152 NBC DRIVE
LOYSBURG, PA 16659

Dear Parent/Guardian:

Educational Field Trips (EFTs) are a valuable opportunity for your child to travel and learn about different areas and regions. These trips provide students the opportunity to visit historical sites, museums, points of interest, and to study the geographical, ecological and environmental characteristics of different regions. As a result of being on an EFT your child will be missing school. **It is your child's responsibility to contact teachers before attending the EFT to gather assignments and complete the assignments before returning to school.**

Please refer to the student handbook for additional EFT information.

Current school policy has the following restrictions:

1. Trips may only be approved for students **who have fewer than three unexcused absences and who do not exhibit excessive absence** as defined in the student handbook.
2. **MS/HS Students who are currently failing two or more classes will not be eligible for Educational Field Trips.**
3. Educational trips must be limited to a maximum of five (5) school days missed per year.
4. The parent must submit the "Educational Trip Application Form" to the principal no fewer than five (5) school days prior to the first day of absence for the trip. The principal must sign the form for the trip to be approved as an "excused" absence. **No approval will be granted following an absence for an educational trip.**
5. Educational Field Trips of more than one day may not be excused during finals.
6. Educational Field Trips of more than one day may not be excused during the last ten days of school.
7. Educational Field Trips may not be granted during standardized testing windows. Please refer to the student handbook for the testing schedule.

This policy supports our district's efforts in providing a rigorous academic curriculum as well as preparing students for life as a responsible member of a global society.

Sincerely,

Shawn D. Cerully

Shawn D. Cerully
High School Principal

Kendra A. Pritchett

Kendra A. Pritchett
Middle School Principal

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EDUCATIONAL TRIP APPLICATION FORM

Please submit this form at least five (5) school days before the first school day missed.

Student Name: _____ Grade: _____ Homeroom: _____

Dates of school days to be missed for trip: _____

Name and relationship of adult supervising the trip: _____

Itinerary of trip and statement of educational value:

I am familiar with the portion of the Attendance Policy of the Northern Bedford County Middle / High School that pertains to educational trips.

Signature of parent / guardian: _____ Date: _____

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Office Use Only:

Days to be counted excused: _____

Days to be counted unexcused: _____

Reason for unexcused: _____

Principal's Signature: _____ **Date:** _____