POCONO MOUNTAIN SCHOOL DISTRICT

Educational Trip Approval Request

School _____Grade _____Homeroom _____

Permission is requested for _____to participate in the educational trip described below. This request is made pursuant to Board Policy on Educational Trips published on the back of the application (Policy #204).

Trip dates: _____through _____.Total number of school days missed: _____

Trip destination: _____ Description of the educational value of the trip (use additional pages if necessary, along with documentation substantiating the trip's value:

_____

_____

_____

_____

List all siblings in district that are also applying for trip approval:

NAME	BUILDING	GRADE

I have read the educational trip policy and believe that the trip described above meets the requirements of this policy. In addition, my child will complete all the requirements as pre- scribed.

_____ _____

Signature of Parent(s)/Guardian(s) Date

.....

FOR OFFICE USE ONLY:

DAYS ABSENT _____ DAYS TARDY _____

The above student has applied for permission to take an educational trip. Please complete the recommendation below.

TEACHER NAME	RECOMMEND *(Circle One)*	NOT RECOMMEND	COMMENT
_____	YES	NO	_____
_____	YES	NO	_____
_____	YES	NO	_____
_____	YES	NO	_____
_____	YES	NO	_____

PRINCIPAL'S DECISION YES NO

Principal's Signature _____

POCONO MOUNTAIN SCHOOL DISTRICT

Board Policy on Educational Trips

A. Students may be excused from school attendance to participate in non-school sponsored educational trips.

B. To be eligible under this section, the student's parent/guardian must apply in writing utilizing the form provided by the District at least ten (10) days prior to the trip. It is recommended that district approval for educational trips be obtained prior to finalizing trip plans (i.e. plane tickets, hotel reservations, etc.). Failure to submit the request prior to ten (10) days in advance may result in denial of trip by the administration.

C. The principal will review the form, the student's attendance record, and the teacher recommendations. Approval will be based on the date of submission, attendance record, current academic standings, previous educational trips, the educational value of the trip and teacher recommendations. When appropriate, the principal will give permission for the student to be absent from school to attend the referenced trip.

D. Student in grades K-12 may not spend more than a total of five (5) school days on approved educational trips in any given school year. Educational trips are not permitted during the first five (5) days and the last five (5) days of the school year.

E. Failure to get written administrative approval for an educational trip will result in the absences for the trip being declared unexcused and, where appropriate, unlawful.

F. The student is expected to make arrangements with his/her teacher(s) to obtain and complete work missed. Work is to be presented to the appropriate teacher upon return to school within the number of days commensurate with the number of days absent. (i.e. 3 days out= 3 days to complete and return work to the respective teacher(s))

G. The student may be required to provide the building principal with a written account describing what was learned during the educational trip. The written account must be at least one page in length. Failure to provide the written account upon return to school within the number of days commensurate with the number of days absent (i.e. 3 days absent= 3 days for submission of the written account) will result in the absence being declared unexcused or unlawful. Elementary students unable to provide such written statements may be directed to provide an oral statement or discussion with a teacher and/or principal.

Revised 08/2015