

Trigg County Intermediate School



PARENT & STUDENT HANDBOOK

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Principal**

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**Trigg County Intermediate Schools
205 Main Street
Cadiz, Kentucky, 42211
(270) 522-2220**

Dear Parents and Students:

This handbook was created especially for you in an effort to answer typical questions parents and children tend to have about starting a new school year. It is our hope that this handbook will assist in providing a smooth transition from your child's home environment to his/her school environment.

Please take time to read and discuss the contents of this handbook with your child. If you should have any questions concerning the information provided, please do not hesitate to contact the school.

On behalf of the faculty and staff of Trigg County Intermediate School, we look forward to an exciting and challenging school year. Let's work together to make our school a place to nurture and stimulate our children to be their best academically, socially, physically, and emotionally.

Sincerely,

Lisa Bush
Principal, TCIS

Trigg County Intermediate School Mission Statement

Trigg County Intermediate Mission Statement

The mission of the Trigg County Intermediate School is to ensure success for all students.

Trigg County Intermediate School Vision/Purpose

The following questions prompt us to examine if and how we are living according to our values. We are working to be able to answer “Yes!” to them all.

Integrity

- Do we promote personal responsibility?
- Are we accountable to one another?
- Do we fulfill our commitments?
- Do we build trust by being honest with one another?

Respect

- Do we treat others the way we would choose to be treated?
- Are we open to other viewpoints?
- Do we offer equal opportunities to contribute?
- Do we appreciate our differences and value our various strengths?

Support

- Do we offer help when others are facing challenges?
- Do we provide encouragement and resources?
- Are we generous in offering caring and comfort to others?
- Do we bring compassion to our interactions with one another?

Inspiration

- Are we enthusiastic about learning?
- Do we enjoy what we do?
- Are we motivated by our environment?
- Are we involved in making our school a great place”

Success

- Do we strive to reach our potential?
- Do we set goals and work to achieve results?
- Do we live and learn with pride?
- Do we celebrate our successes?

TRIGG COUNTY INTERMEDIATE SCHOOL
School-Wide Expectations

STAR

S
mile and be positive

T
reat others with kindness

A
ccept responsibility

R
epresent the best you

Location Specific Procedures

BATHROOM

1. Wash hands after using the restroom.
2. Dispose of paper products properly.
3. Respect school property and do not splash water on the floor.
4. Use the restroom at zero voice level and do not waste time.
5. Do not take unnecessary items in the restroom.
6. Students are not allowed to go to the restroom until after going to homeroom.
7. There is to always be a monitor with no more than six kids in the restroom at a time.

HALLWAY/STAIRWELL

1. Voice Level 0.
2. Walk single file on the right side.
3. Stay in designated position in the line and stay together as a class.
4. Keep hands down to your side.
5. Stop at designated points as a class

PLAYGROUND

1. Line up when teacher gives the signal
2. Display self-control
3. Use playground equipment appropriately
4. Keep hands and feet to yourself
5. Do not make inappropriate remarks, gestures or comments that might hurt or offend others
6. Your sportsmanship builds respect
7. Treat others the way you want to be treated

*Each classroom has classroom-specific rules.

Dress Code Rules

1. Students are required to wear shoes; however, shoes with cleats or rollers are strictly prohibited due to safety concerns.
2. Students are not permitted to wear tight spandex bicycle shorts or leggings unless they are covered by an over-shirt that extends beyond the buttocks.
3. The wearing of hats, bandanas, or other types of headdress is not allowed inside the elementary building, except for special occasions. Shirts with hoods are permissible, but the hood must remain down while inside the building.
4. Clothing that displays language deemed inappropriate, including profanity or drawings or images that imply profanity, sexually suggestive content, or derogatory terms, is prohibited.
5. Clothing promoting or referencing drugs, drug paraphernalia, alcohol, or tobacco products is strictly prohibited.
6. Low-riding pants, jeans, or shorts are not permitted. All pants and shorts must be worn at or above the waistline. Dresses, skirts, and shorts must be no shorter than 4 inches above the knee.
7. Any attire deemed disruptive to the learning environment, including clothing that exposes the navel, bare stomach area, or cleavage, will not be tolerated.
8. Shirts with spaghetti straps or shirts that are sheer or leave undergarments exposed will not be allowed.
9. Due to safety concerns, backpacks must be clear, and wheeled backpacks are not allowed.
10. Accessories that are not conducive to a successful learning environment will not be allowed. (e.g. blankets worn as accessories, oversized hoodies, jewelry that causes a classroom distraction, etc.)

*Principal discretion will be used accordingly as a final determination for all dress code rules.

TECHNOLOGY

We will follow the Trigg County Board of Education Technology Acceptable Use Policy.

General Information

Site Based Decision-Making Council (SBDM Council)

The Intermediate SBDM Council will meet the 3rd Monday of every month at 3:15. Intermediate Council members include: Whitney Aldridge, & Kellye Howell, Parent Representatives, Michelle Calhoun, Cathy Oliver, & Jennifer Roeder, Teacher Representatives and Lisa Bush, Chairperson.

SBDM Policies

All SBDM policies are available at the reception area of the Primary/Intermediate School. They will also be available on the Trigg County Schools website at www.trigg.k12.ky.us. Click on the 'schools' link, and then go to the Primary/Intermediate schools individual site.

Assignment of Students Policy

The principal and teachers on each team will determine the assignment of students to classes on their team, keeping in mind the appropriate teacher/pupil ratio, boy/girl ratio, ethnic ratio, special education, title programs, speech, gifted education and other legal guidelines. There will not be any changes made until the student has been in class for ten days per SBDM policy. At that time, the parents shall contact the principal. The student may be moved for academic reasons only if there are available openings. This will be on a first come, first serve basis.

School Schedule

Announcements begin at 7:45. Classroom instruction begins at 7:49 and the day ends at 2:50.

Teacher's Conference Schedule

Fourth Grade – 1:10-2:10 Third/Fifth Grade – 12:05-1:05

Lunch Schedule

3rd Grade 10:50-11:18

4th Grade 10:58-11:26

5th Grade 11:10-11:38

Note from Physical Education (P.E.) Department

Please send tennis shoes for physical education on the day that your child has it. This is for your child's safety. Boots and slip-on shoes are slick and can cause injury to your child. Thank you for your cooperation.

School Fees

Fees for the 2026-2027 school year are \$30.00. This fee covers (some but not all) the expenses of materials and equipment for the following: Art fee \$3.00, Computer Fee \$3.00, Drama Fee \$3.00, Music Fee \$3.00, PE Fee \$3.00, and Nurse fee \$10.00, and Chromebook Fee \$5.00 (usage/damage). Please pay the total of \$30.00 to your child's homeroom teacher.

PAWS (Parents Active With Students) Folders

PAWS folders will come home each Thursday. The folder will include a PAWS letter from the principal with general news/information and important dates, completed assignments, letters from teachers and other important information for you. The PAWS folder is an **important** form of communication between the school and parents. We ask that parents/guardians please look through this folder and return it to school the following day.

Visitors

This school year will require no visitors inside the building unless essential and only by appointment. **There will be no deliveries to the building** (i.e. lunches, flowers, etc.).

Visitors to the Schools

REGISTRANTS

No registrant, as defined in [KRS 17.500](#), nor any person residing outside of Kentucky who would be required to register under [KRS 17.510](#) if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under [KRS 17.510](#) as a registrant or sex offender from another state and all registrant information as required in [KRS 17.500](#).

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in [KRS 600.020](#), who has committed:
 - a. A sex crime; or

- b. A criminal offense against a victim who is a minor; or
- c. Any person required to register under [KRS 17.510](#); or
- 2. Any sexually violent predator; or
- 3. Any person whose sexual offense has been diverted pursuant to [KRS 533.250](#), until the diversionary period is successfully completed.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

- 1. To pick up or drop off their child each day.
- 2. To pick up the child who is injured or ill.
- 3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
- 4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
- 5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
 - Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

Car Drop-off and Pick-up

The Intermediate school car drop-off and pick-up was devised first and foremost for the safety of our students and secondly for the convenience of our parents. *****PLEASE DO NOT DROP INTERMEDIATE STUDENTS OFF IN FRONT OF THE SCHOOL ON MAIN STREET! THIS IS A SERIOUS SAFETY ISSUE AND THE REASON WE PROVIDE CAR DROP-OFF.****

Car Pick-up Tag – Any parent/guardian who will be using Car Pick-up/Car Drop-off must register and purchase a tag for \$10.00. The form is available at the front office. The tag must be displayed clearly on the rear-view mirror of any vehicle picking up a student.

Morning Drop-off - Beginning at 7:25 each morning and ending at 7:48 intermediate students can be dropped off at the bottom level. Enter the Car Pick-Up Lane, east of the Elementary parking lot. Drop off at the designated drop-off point. Staff will normally be available to greet children from 7:25 until 7:48. If you arrive later than 7:48 the driver needs to pull around to the upper level, park in front of the intermediate school, and enter by the receptionist's desk.

Afternoon Pick-up - In order to take advantage of afternoon car pick-up, the PREFERRED method (if not car pick up daily) is to send a note with your child to his/her teacher in the morning. Sending a note in the morning allows the teacher and staff time to plan ahead and also reduces confusion and delay during a very hectic time of the day. We understand that emergencies arise and a change may need to take place during the day. In case of a needed emergency change, please call the Intermediate office by 1:00. The office will then notify each teacher through e-mail of any transportation changes by 2:00. Teachers have been instructed to check for changes at that time. Enter the designated Car Pick-up area on the east side of the Elementary parking lot. A Primary/Intermediate staff member will be there to check for your car pick-up tag. Staff members will then direct you to the correct line. You will then exit at the top of the hill onto Main Street. *****PARENTS NEED TO ARRIVE NO EARLIER THAN 2:30 AND NO LATER THAN 3:00.*****

Checking Out a Student

Any time a parent/guardian needs to check out a student during the day (prior to 2:49) he/she must report to the Intermediate School Office through the front doors. Anyone checking out a student must present their driver's license or photo id to the receptionist. If not a parent/guardian, you must be listed as an emergency contact to be able to check a student out. The receptionist will call the child to the office while the parent/guardian signs the student out. **STUDENTS MAY NOT LEAVE THE SCHOOL WITHOUT BEING SIGNED OUT AT THE FRONT OFFICE.**

Transportation

It is our goal to make sure that student safety is maintained by assuring that every student is turned over to a responsible pre-established parent/guardian/caregiver. When the bus arrives at a drop off location and an appropriate adult is not visible, then the bus spends additional time stopped at the drop off location while the driver contacts the school creating a safety risk for students. Therefore, the district has decided to implement the following for repeated instances:

- **1st Occurrence** - The student shall be returned to their respective school to be picked up by the parent/guardian.
- **2nd Occurrence** - The student shall be returned to their respective school to be picked up by the parent/guardian and the student will receive a warning letter of the consequence for 3rd occurrence.
- **3rd Occurrence** – The student shall be returned to the respective school and bus riding privileges shall be revoked for 5 school days.
- **4th Occurrence** - The student shall be returned to the respective school and bus riding privileges shall be revoked for 45 school days.

***3rd Grade Students cannot be dropped off the bus in the afternoons without an adult being present. They can be dropped off the bus (without an adult being present) when they are with an older sibling. 4th and 5th Grade Students are allowed to be dropped off the bus without any adult being present or older sibling being present. The Bus Driver has the right to not allow any 4th or 5th Grade Student off the bus if they feel like it is not safe to do so. ***

Bus Transportation

Students who will be riding a bus to or from school should be aware of and follow general rules for their own safety. Things to remember when riding the bus are:

1. Always talk quietly
2. Keep hands and personal belongings on the bus at all times – never stick them out of the window.
3. Always stay in your seat until the bus comes to a complete stop.
4. Be respectful toward bus drivers and other students.

Please see District Code of Conduct concerning Bus Transportation

All enrolled students of the Trigg County Preschool, Primary, Intermediate and Middle Schools are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2026-2027 school year. The Free/Reduced lunch form will still need to be completed for each student. This will be found in your student forms packet received at the beginning of the year.

Cafeteria - Breakfast

ALL Intermediate school students will eat breakfast in their homerooms. Breakfast is available from carts located in the front hallway of the Intermediate School and the lower level of the Primary School as students enter from busses and car drop off.

Cafeteria - Lunch

Please refer to the lunch schedule in this booklet.

Health Services

Trigg County Intermediate has a full time school nurse who is responsible for the administration of medications and treating minor injuries at school as needed. The school nurse is to treat only injuries or illnesses which occur during the school day. If injuries occur at home, please use your own physician. The receptionist at the front desk can assist you when you check in at the office. Please see the Health Services packet for more information.

Head lice Policy - The District will be a “nit-free” school system. The district’s nit free policy requires that students be free of nits before returning to school. When a student is sent home with an infestation of lice, s/he will be required to be cleared by one of the school nurses before readmission to the classroom. The parent must accompany the student for this recheck at the designated times set by each school nurse. Absences will be excused on the initial day the student is sent home for infestation and on each day the student returns for a recheck. Unexcused absences will result for any day the students fail to return for a check for lice infestation and for any day on which the nurse

cannot determine any change in the condition or status of the student's infestation. The District will conduct periodic checkups for lice infestation.

Treatment in the Wildcat Clinic

Effective for the 2026-2027 school year, over-the-counter medications (such as ibuprofen, acetaminophen, antacids, cough drops, etc.) may no longer be administered to students at school without **BOTH**:

1. A written order from a licensed medical practitioner, **AND**
2. Signed parent consent

This change is part of a statewide effort to ensure student safety and consistency in school health practices.

To comply with this new regulation, Trigg County Public Schools will be requiring a standard permission form that will be sent out through Parent Square and also made available on our district website.

Guidance Department

Lindsey Mitchell serves as the Intermediate School's Guidance Counselor. Ms. Mitchell will work with students to help them develop academically, personally and socially. The Guidance Department also works closely with parents, teachers, administration and other professionals within the school and community to provide students with the best possible resources and services. Ms. Mitchell also serves as the Building Assessment Coordinator (BAC) to coordinate school-wide and state-mandated testing. Please contact Ms. Mitchell at 522-2220 with any concerns.

V.I.P. Program "Volunteers Are Important People"

We feel the success of any education program is based on the ability to utilize the talents and resources throughout a school community. Parents, grandparents, business-people, and community citizens, by joining with our professional teachers in a team approach, can make a real impact and difference in the learning opportunities of the youth of Trigg County. If you are interested in joining the volunteer team, please contact the Board of Education at (270) 522-6075.

Discipline Policy

The goal of the faculty, staff and administration at Trigg County Intermediate School is to create and maintain a safe, orderly and positive learning environment by implementing a system of school-wide positive behavior interventions and supports through collaboration with the CHAMPS discipline program. These interventions and supports will be of a positive, proactive and instructional nature. Through the identification, adoption, implementation, monitoring and sustained use of research validated behavior practices, the faculty, staff and administration will provide the students of Trigg County Intermediate School with the opportunity to become self-disciplined, responsible and productive citizens of the commonwealth.

The research-validated practices to be implemented will include the following components:

1. A common approach to discipline
2. Three to five positively stated expectations for all students and staff
3. Procedures to teach the school-wide expectations
4. Procedures to encourage responsible behavior
5. Procedures to discourage irresponsible behavior³
6. Use of data to monitor and evaluate progress and effectiveness

A schedule for teaching the defined school-wide expectations will be created and distributed to all staff members at the beginning of each school year. Additionally, when there has been a break in instruction (i.e., snow days, fall break, winter break, spring break, etc.) the school-wide expectations for Trigg County Intermediate School will be reviewed with students upon their return to school the next day.

The SBDM Discipline Committee will analyze behavioral data on a monthly basis. Behavioral data that does not violate confidentiality will be shared with the stakeholders (faculty, staff, SBDM Council, Board of Education) of Trigg County Intermediate School on a monthly basis. At the beginning of each school year, a designated committee will review the system of school-wide positive behavior interventions and supports with new and returning faculty and staff members. A goal regarding the development of a safe and orderly learning environment will be included in the School Improvement Plan (SIP) annually

Purpose

To provide consistency and clarity throughout the building, school-wide rules have been put in place. These expectations will be posted in the hallways, in each classroom in the building, and in the cafeteria. Along with the rules will be rewards and consequences. Lessons using multiple resources, such as Second Step, Capturing Kids Hearts, CHAMPS, Character Counts, etc. will be utilized and taught in each classroom regularly. This curriculum teaches students pro-social skills and positive ways of reducing aggressive, impulsive, and disruptive behaviors.

Alternative Learning Center – ALC

For repeated behavioral problems and/or major offenses, a student may be assigned a period of time in the ALC room by the principal or assistant principal. Students assigned to this classroom are to complete assignments from their regular classroom teacher. The students also lose privileges associated with their regular classroom such as recess. Parents are notified from the school by mail and/or phone call if their child has been assigned to ALC. Notices should arrive within a week. **Note:** For minor classroom behavioral issues and/or misbehavior in the cafeteria, a student may be assigned a Lunch Detention in the ALC classroom. The ALC Classroom is located in TCIS.

STUDENTS

09.123 AP.2
(CONTINUED)

ATTENDANCE POLICY

ATTENDANCE CODE

Attendance Philosophy of Trigg County Schools

The academic progress of the student is dependent upon their prompt and regular attendance at school. Attendance is a student and parent/guardian responsibility. This attendance procedure is to provide a structure within which students can gain maximum benefit from the instructional program. All students are expected to attend classes every day that school is in session unless they have a valid reason.

Kentucky Compulsory Attendance Laws

Kentucky school law stipulates that students are to attend school (KRS 159.010 and KRS 159.150). Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more days, or tardy without valid excuse for three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant.

Absences/Tardiness

Absences will be calculated on a percentage basis. If a pupil misses less than 35% of a school day they will be considered tardy. If a pupil misses 35% or more of a school day they will be considered absent. Absences will be excused for up to six (6) parent notes per year and six (6) tardy notes per school year. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. Please refer to Trigg County Board of Education policy 09.123 for additional information(forms attached). Absences from individual classes will be handled using the same procedure as absences from school. The doctor's statement shall specify the amount of time the student should have been out of school. Students returning without a doctor's statement will be given no make-up work. Students with lengthy illnesses should contact the school for Home and Hospital Instruction.

Notification

Personal notification, via phone, personal contact, or letter will be made to the student, parent/guardian and Director of Student Services and Personnel after the 3rd and 5th day of unexcused absence/tardy. Upon the 6th day of unexcused absence/tardy the director of pupil personnel may initiate a legal petition against the parent/guardian and/or the student per KRS 600.020(24) and 610.010 which stipulates the student is a habitual truant from school

Procedure

The first day a student returns to school after being absent, the student will immediately give the principal or her designee a written note, signed by the parent or guardian stating the reason for the absence. The note shall contain the exact days or time of the absence and the cause or the reason of the absence. If the written absentee note is not received by designated school personnel within three (3) school days, the absence will not be excused. Students returning without a note signed by the parent/guardian or failing to state the above information will be given an

unexcused absence. Students forging the signature of a parent/guardian will be unexcused for the time missed and subject to disciplinary action. Doctor's excuses shall state the name of the student, the date(s), and/or the number of days for which the student will be excused.

Unexcused Absences

An unexcused absence/tardy is defined as any student absence that does not meet the criteria of an excused absence.

Appeals Committee - A DistrictWide Attendance Appeals Committee shall be available to examine the case of any student who feels that s/he has extenuating circumstances. Appeals shall be made in writing on an appeal request form and submitted to the appropriate school Principal. The Attendance Appeals Committee shall meet to consider the appeal within five (5) school days after the parent has filed the appeal request with the school Principal. The decision of the Appeals Committee shall be affirmed by the Board unless it is found to be clearly in conflict with the attendance policy.

School Handbooks - The Code of Conduct shall contain the District's Attendance Code. Each school handbook shall include specific attendance requirements.

MakeUp Work - It is the student's or parent's responsibility to contact teachers concerning makeup work. For every day students have an excused absence, they shall receive the same amount of time to complete makeup work.

Suspension - Days missed while on suspension shall be counted as unexcused absences. Students who have been suspended shall not be allowed to make up daily work. In addition, work assigned and due during suspension shall not be accepted. Under procedures developed by the Superintendent, students shall be allowed to make up major projects and tests, assignments made before the suspension, and assignments made during the suspension but not due until after the suspension. Students shall be responsible for submitting assignments due during the time of the suspension. In the event the Superintendent extends a ten (10) day suspension pending an expulsion hearing, the suspended student may make up daily class work missed during all school days beyond the initial ten (10) days of suspension.

Educational Enhancement Opportunity Request Form

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades can not be affected by lack of attendance or participation in classes for approved days. **This type of absence can not occur during the school's state assessment or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education.

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

Date of Birth: _____ Age: _____ Grade Level: _____ Home Phone: _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

of Excused Absences To Date _____ # of Unexcused Absences To Date _____

of Total Absences to Date _____

Date(s) of Intended Absence(s) _____ Total # of Days: _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

Signature of Student

Date

Signature of Parent/Guardian

Date

STUDENTS

09.123 AP.2 (CONTINUED)

Educational Enhancement Opportunity Request Form (Continued)

FOR SCHOOL USE ONLY

(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL / DESIGNEE)

This request must meet all three criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes ☐ No ☐
2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes ☐ No ☐
3. The major purpose of the trip is educational. Yes ☐ No ☐

Number of days approved: _____ Number of days disapproved: _____

Principal's Rationale _____

Signature of Principal

Date

FOR CENTRAL OFFICE USE /APPEAL OF PRINCIPAL'S DECISION

As Superintendent/Designee, I recommend ☐ I do not recommend ☐ that this educational opportunity absence be granted.

Superintendent/Designee's Rationale _____

Signature of Superintendent/Designee

Date

The District ☐ **does grant** ☐ **does not grant** this educational opportunity absence.

Signature of Board Chairman

Date

Review/Revised: 7/2/2026