LOWER DAUPHIN SCHOOL DISTRICT
REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL/EXTENDED TRIPS

The School District recognizes that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year.

Upon receipt of a prior written request from the resident person in parental relation, pupils may be excused from school attendance to participate in educational tours or trips, when such is approved by the Superintendent or designee.

The approval of each request will be based on the following criteria: Current academic standing, attendance history, discipline record, grade level of the student and educational value of the trip.

The form should be submitted five (5) school days prior to the date of departure. It is to be understood by each student and person in parental relation that class work missed during the period of absence will be made up within a time frame established by the school. After the absence, an excuse note needs to be returned to the school.

TO BE COMPLETED BY RESIDENT PERSON IN PARENTAL RELATION:

Name of Pupil _____ Grade _____

Date(s) of Proposed Absence _____

Proposed Itinerary. Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

_____

_____

_____

For students in grades 6-12 Will your student have access to the internet, Canvas, and be able to work on assignments? YES ☐ NO ☐

We have read the school policy and guidelines on the reverse side, and we are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy and guidelines.

_____ _____

Signature of Resident Person in Parental Relation Date

NO TRIP WILL BE CONSIDERED AS AN EXCUSED ABSENCE WITHOUT PRIOR APPROVAL.

FOR SCHOOL USE ONLY

Number of days absent this year _____

Prior requests _____ Dates _____

Determination: Approved _____ Not Approved _____ Excuse Note Received: Yes _____ No _____

School Official-Superintendent/Principal _____ Date _____

204. EXCUSAL FOR FAMILY-SPONSORED EDUCATIONAL/EXTENDED TRIPS

The Board requires that school-aged students enrolled in the district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

The Board also recognizes its responsibility to educate each student in order that s/he may accept the responsibilities of citizenship in a democracy and be a contributor to society. In order to meet this responsibility, the district will endeavor to provide an education to students who have disrupted their normal sequence of school attendance for approved family sponsored educational tours and trips.

The Board's, Superintendent's, or Principal's approval of any family educational tour or trip is for the limited and sole purpose of granting an excused absence from school. Approval does not constitute any assumption of responsibility or liability for family sponsored educational tours and trips.

If the adult directing or supervising the trip is also an employee of the district, the trip shall not be considered a school-sponsored trip under the circumstances explained in this paragraph. Any tour or trip involving students of this district planned by staff members of the district outside the curriculum shall not be approved by either the Board, Superintendent, or any other administrator. Staff members of this district who plan such tours or trips involving district students shall notify the Superintendent or principal of such tours or trips, which are neither sponsored nor endorsed by the district. Any materials advertising such tours or trips shall include a disclaimer stating, 'The trip is neither endorsed nor supported by the Lower Dauphin School District, the Board or any administrators and the district assumes no responsibility or liability for such trip.' No staff member may solicit students of this district for such tours or trips within the facilities or on the grounds of the district without the Superintendent's knowledge and permission.

Each trip will be impartially reviewed by the administration and, dependent upon the individual circumstances, a

decision will be rendered as to the procedure to be followed by the student. The best interests of the student will be kept uppermost in mind when said decision is rendered. Family-sponsored educational trips requested during critical times within the school calendar (i.e.; finals, state assessments, etc.) will not be approved.

Upon receipt of a written request from the resident person in parental relation to the student(s) involved, the building principal may excuse the student(s) from school attendance to participate in a family-sponsored educational tour or trip. Educational trips exceeding seven (7) days require approval from the Superintendent or designee. Any day missed after the seventh approved day may be marked unexcused. Educational trips exceeding ten (10) days may result in the student being required to withdraw from the district and must re-register upon return. At the secondary level, asynchronous remote learning may be considered on a case-by-case basis.

Such a tour or trip will be at the expense of the resident parent in parental relation to the student and permitted only upon prior approval of the principal.

The student(s) participating in the trip shall be subject to direction and supervision by an adult if different from the resident person in parental relation to the student(s). The principal shall be notified of the responsible adult if the individual is other than the resident person in parental relation.

Application for family-sponsored educational tours and trips which would extend beyond the limits of this policy shall be made to the Superintendent.

The principal shall receive all written requests at least five (5) school days prior to the departure date of the tour or trip. The student(s) involved in family-sponsored educational tours or trips are responsible for obtaining all course work which will be missed prior to their departure and for completing such work within a time frame established by the school. Student(s) are also responsible for making up all assessments administered while absent.

Absences which occur without prior approval or not approved as established in this policy will be considered "unexcused". Unexcused absences are subject to the procedures set forth in Board policy.