

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED: December 16, 2014

204-AR-3. ABSENCE FOR EDUCATIONAL TRIPS

In conformance with the Pennsylvania Code, Title 22, Chapter 11, the Penn Manor School District provides for exceptions to the normal attendance regulations as follows:

Educational Trips:

The school district realizes that students occasionally have the opportunity to participate in preplanned educational trips and experiences during the school year. Prior approval is required for these trips. REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A PRE-PLANNED EDUCATIONAL TRIP forms are available in each school office.

Upon receipt of a completed form from the student's parent(s) or guardian(s), approval for an excused absence will be considered by the superintendent or his designee. Consideration for approval of each request will be based on the following: the educational value of the experience, prior attendance records, previous requests, and frequency of requests.

1. Excused from attendance will be granted for trips provided the following conditions prevail:
 - a. The trip provides an experience for the student that has educational value.
 - b. The parents provide an itinerary of the educational trip on the form provided or on additional attached sheets.
2. It is understood that the parents or authorized adult will supervise the educational program of the child and will be responsible for the continued educational progress of the child.
3. Principals must be notified in sufficient time to contact teachers about the trip.
4. Teachers must be contacted for assignments to be completed. Students must have the Preplanned Absence Assignment Sheet completed before taking the trip.
5. Building principals, at their discretion, may require that a portfolio of assignments be completed by the student during the trip.
6. The student will be responsible for completing all assignments which were missed

during the absence and for acquiring the knowledge or skills necessary to continue his/her education.