

No. 204.1-AR

FOX CHAPEL AREA  
SCHOOL DISTRICT

ADMINISTRATIVE  
REGULATION

EDUCATIONAL TOURS AND TRIPS, NON-SCHOOL-SPONSORED

Dear Parent/Guardian:

The professional staff of the Fox Chapel Area School District feels that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

It is recognized that family circumstances may require a student to be absent from school for what is termed a non-school-sponsored trip. In order for such an absence to be considered excused, the request must comply with the accompanying Policy and Regulations adopted by the Board of School Directors.

If you have any questions or require assistance, please contact the principal of the building which your child attends.

Sincerely,

Superintendent



# Educational Tour & Trip Request Form

Parent/Guardian Name: \_\_\_\_\_

1. Destination: \_\_\_\_\_

2. Date(s) the student(s) will be missing school: \_\_\_\_\_

\_\_\_\_\_

3. What is the educational significance to the student of the educational tour/trip? (Specific points of particular educational interest or value should be noted here.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Please state the reasons why the educational tour/trip cannot be taken on days when school is not in session.

\_\_\_\_\_

\_\_\_\_\_

5. Name(s) of school age students attending the tour/trip and the building to which they are assigned:

<u>Student(s)</u>	<u>Grade Level</u>	<u>Building(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE RETURN TO THE PRINCIPAL OF THE SCHOOL YOUR OLDEST CHILD ATTENDS.**

\_\_\_\_\_  
QRT TEACHER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
1<sup>st</sup> Period Teacher

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
2<sup>nd</sup> Period Teacher

\_\_\_\_\_  
DATE

\_\_\_\_\_  
3<sup>rd</sup> Period Teacher

\_\_\_\_\_  
SUPERINTENDENT OR DESIGNEE

\_\_\_\_\_  
4<sup>th</sup> Period Teacher

# FOX CHAPEL AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: EDUCATIONAL TOURS AND TRIPS, NON-SCHOOL-SPONSORED

ADOPTED: May 10, 2010

REVISED:

## 204.1. EDUCATIONAL TOURS AND TRIPS, NON-SCHOOL-SPONSORED

The Board has adopted this policy governing non-school-sponsored tours/trips of educational value. Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents/guardians when such tour or trip is so determined by the Superintendent or designee to serve an educational purpose and the student participants are subject to direction and supervision by an adult acceptable to the Superintendent and to the parents/guardians of the students concerned, subject to the conditions stated in this policy.

An educational tour or trip will be considered for approval if the Superintendent or designee determines that such tour or trip will be of educational significance to the student. In order for the Superintendent or designee to make such a determination, the parent/guardian shall provide a written request for excuse on a form provided by the district, which shall indicate the days to be missed, the destination of the tour or trip and the reasons why the tour or trip could not be taken on days when school is not in session.

Unless some emergency arises, such requests shall be made at least two (2) weeks prior to the date of the tour or trip.

Unless some unusual family circumstances exist, such tours or trips shall not be approved during the final two (2) weeks of the school term.

If more than one (1) child in a family will be taking the tour or trip, the request shall be included in the request made to the principal of the oldest child. However, the name and school of each involved child should be noted in the request so that their absences may be cleared with the appropriate principals.

All school work missed during the approved tour or trip shall be made up at the initiation of the student and at the reasonable convenience of the teacher.

It is not the intent of this policy to grant excused absences for tours or trips to local points of interest, attendance at sports events, hunting or fishing trips, shopping trips, limited family functions or to merely accompany the family on vacation. Students who have not been granted an excused absence will not be permitted to make up any written work or to take any tests or examinations missed during such absences.

In the senior high school, the final exam is considered to be one-third (1/3) of the final grade. In cases where the exam is missed, there will be a potential for the final grade to be diminished accordingly. While the final exam in the middle school does not carry the same weight as in the senior high school, the same general procedure will be followed.

Students who have been admitted to summer semesters in college and/or bona fide technical schools will be permitted to clear their records without penalty.

In all cases, final grades and report cards will be issued even though written examinations may have been missed.

#### Foreign Travel By Student Groups

School-related foreign travel is not permitted.

Non-School related foreign trips:

1. The school district does not sponsor and will assume no liability for any aspect of foreign travel.
2. The name of the school district shall not be used in connection with foreign travel.