

**HEMPFIELD AREA SCHOOL DISTRICT
EDUCATIONAL TRIP REQUEST (NOT SCHOOL SPONSORED)**

DATE OF REQUEST (At least two (2) weeks prior to trip) _____

NAME _____ SCHOOL _____ HOMEROOM _____ GRADE _____

PARENT OR GUARDIAN _____

ADDRESS _____ PHONE _____

DESTINATION OF TRIP _____

DURATION OF TRIP _____ = _____
(Date from) (Date to) Total School Days

LIST THE DATES THAT YOUR CHILD WILL NOT BE IN SCHOOL _____

EDUCATIONAL VALUE OF THIS TRIP _____

REASON WHY THE TRIP CANNOT BE TAKEN WHEN SCHOOL IS NOT IN SESSION

I have read and do understand the Hempfield Area School District's policy concerning educational trips *on the back of this form*. I hereby accept all responsibility and conditions of approval for my child's absence from school during this period of travel.

_____ Date

_____ Parent's or Guardian's Signature

This educational trip is _____ APPROVED _____ DISAPPROVED

The teachers shall implement the appropriate attendance regulations.

COMMENTS: _____

_____ Date

_____ Principal's Signature

Teachers, Please sign noting period and subject and provide assignments for the days of absence.

Period	Subject	Signature	Period	Subject	Signature

Homeroom Teacher Signature _____

Please refer to guideline on reverse side

HEMPFIELD AREA SCHOOL DISTRICT
EDUCATIONAL TRIPS - NOT SCHOOL SPONSORED
POLICY/PROCEDURES

Upon receipt of a written request from the parents of the student involved, the student may be excused from school attendance to participate in an educational trip provided it is at the expense of the parents and the trip is determined to be of educational value by the Superintendent or designee. The Superintendent shall also evaluate the adult supervision and, in conjunction with the parents, deem it acceptable should the parent not be accompanying the student on the trip.

ALL EDUCATIONAL TRIPS SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS:

- a. Educational trips will be considered for approval if the Superintendent or designee determines that such a trip will be of educational significance to the student. In order for such a determination to be made, the parent shall provide a written request for excusal on a form provided by the district which shall indicate the number of days to be missed, the destination of the trip, and the reason why the trip could not have been taken on days when school was not in session.
- b. Unless some emergency arises, such requests shall be made at least two weeks prior to the trip.
- c. Unless there are extenuating circumstances, such trips shall be limited to a maximum of five (5) school days per school year. Any other day(s) missed shall be classified as unlawful or unexcused and the student shall forfeit the privilege of makeup work and may result in a FIRST NOTICE or SECOND OFFENSE action.
- d. Such trips shall not be granted during the final two weeks of school or prior to school vacations unless specifically granted by the district superintendent or designee due to unusual family circumstances.
- e. An EDUCATIONAL TRIP REQUEST form shall be completed for each student who will be participating in the trip. It shall be returned to the student's building principal for approval.
- f. All the schoolwork shall be made up at the initiative of the student and at the reasonable convenience of the teacher. All the student's teachers shall be notified by placing their signature on the educational trip form prior to the student's absence. The signature is not an indication of approval but only of notification. At that time a mutual agreement between the teacher and the student shall be made concerning the work missed during the absence of the student.
- g. It is not the intent of this policy to grant excused absences for trips to local points of interest, attendance at sports events, hunting or fishing trips, shopping trips, limited family functions, or solely to accompany the family on vacation. Violation of the compulsory school laws of Pennsylvania and shall leave the parent subject to prosecution.
- h. You will receive the automated Skyward absence phone calls for educational field trip days.