



## **The School District of Jenkintown**

### **Absence for Educational Travel Criteria/Guidelines**

Pursuant to Board Policy 204 (Student Attendance) and the Pennsylvania School Code, a student may be excused from compulsory school attendance to participate in a non-school district sponsored educational experience, upon written request from the parent/guardian. Approval is contingent upon a determination by the Superintendent or designee (building principal) that the experience is educational in nature and that the proposed supervision is appropriate.

To ensure consistent implementation of Board Policy 204, the following criteria and procedures shall apply to requests for non-school district sponsored educational trips or tours:

#### **1. Submission Timeline**

- A completed request form must be submitted to the building principal no fewer than two (2) weeks prior to the date of departure, except in cases of documented emergency. Parents/guardians will be notified in writing if a request is denied.

#### **2. Educational Determination**

- Requests will be approved only when the trip or tour is determined to be of demonstrable educational value to the student, consistent with the intent of Board Policy 204.

#### **3. Multiple Students in a Family**

- A separate request must be submitted for each student. If students attend different schools within the district, requests must be submitted to each student's respective principal.

#### **4. Annual Limitation**

- No more than five (5) school days per student per school year may be approved for educational trips or tours.

#### **5. Conflicts with School Obligations**

- Requests may be denied if the absence conflicts with final examinations, state or local assessments, or other significant instructional or school events for which the Superintendent determines student attendance is essential.

#### **6. Academic Accountability**

- All schoolwork missed during an approved educational trip or tour must be completed. At the secondary level, the student is responsible for initiating make-up work upon return to school, subject to the reasonable convenience of the teacher. Failure to complete required work may result in loss of credit for the assignment or assessment.

#### **7. Unapproved Absences**

- Educational trips or tours that are not approved in advance shall be recorded as unexcused absences in accordance with Board Policy 204.

#### **8. Consequences of Unexcused Absences**

- Absences not approved under this section will be treated as unexcused and may result in one or more of the following actions, consistent with Board Policy 204 and applicable law:
  1. Notice of Unexcused Absences
  2. Notice of Truancy
  3. School Attendance Improvement Conference
  4. Citation issued by the District Court
  5. Ineligibility to receive credit for missed work or assessments