

Teacher consultation on student progress and attitude.

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| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

NOTES:

204.1 - Student Travel

The administration of this district may excuse a student from school attendance for up to seven (7) days per school year for planned educational travel, provided that prior administrative approval is given in advance as outlined below.

A student who travels with a parent(s) or guardian may be excused by the building principal (or the Superintendent where more than three (3) school days may be missed) for up to seven (7) days per school year provided that it is educational in nature and the following conditions are met:

1. A signed statement is received by the principal from the parent or guardian one (1) week prior for absences of less than three (3) days, or two (2) weeks prior for long term absences. The statement is to include:
 - a. the specific educational nature of the trip including any related special projects.
 - b. the dates the student will be absent for the purpose of travel.
 - c. the name(s) and signature(s) of the parent(s) or guardian accompanying the student during the anticipated travel.
2. The student has not accumulated more than three (3) days of unexcused absences.
3. The student has a minimum of a passing grade in all classes.
4. A commitment on the part of the student to contact each of his/her teachers to arrange for the completion of assignments following the trip.
5. Notification of approval to the student and parent or guardian by the principal (or by principal and superintendent if more than three (3) school days will be missed) regarding the trip's legality.

In communicating a positive response to the student and parent(s) or guardian, it should be made clear that the granting of the legal absence does not carry with it an assurance of a passing grade for any course of study. The responsibility rests entirely with the student to satisfactorily complete all required assignments.

Pre-approved days for educational travel shall not be considered in the count for unlawful days.

PRINCIPAL'S REVIEW CRITERIA:

- Daily Agenda – Prepare a daily agenda listing your education objectives and achievements for each day. Be specific.
- Written Trip Summary – A minimum of one page per day is due upon your return.
- For ONE DAY TRIPS – list your agenda by hour with your educational objectives and goals. Be specific.

TRIPS TAKEN WITHOUT PRIOR APPROVAL WILL NOT BE CONSIDERED AN EDUCATIONAL TRIP.

ALL EDUCATIONAL OBJECTIVES SHOULD BE CURRICULAR RELATED.