

## 231.1-AR NONSCHOOL DISTRICT SPONSORED TRIPS

GuidelinesI. Condition for Approval

- A. Requests for school approval of a student's absence for a non-school district sponsored educational trip should be submitted in writing to the building principal at least one (1) week prior to the scheduled trip.
- B. A pupil may be excused from school attendance to participate in the non-school district sponsored educational tour or trip if the following conditions are met:
  1. The superintendent or a designee approves the trip as having educational value.
  2. The pupil's participation on the trip or tour is approved by the Superintendent or a designee for school attendance purposes only.
  3. An appropriate adult supervisor(s), acceptable to both parent and the district Superintendent, is responsible for directing the educational experience and supervising the student on the tour or trip.
- C. The cumulative number of excused days for trips per year per pupil is a maximum of five(5).

II. Notification by Staff

- A. Staff members who plan to sponsor, supervise or participate in non-school sponsored trips or tours which involve or might involve Muhlenberg School District pupils, are to notify the Superintendent of their plans three months prior to the planned beginning of the trip or tour. Such notification should include at least dates and destinations, approximate cost, name of sponsor, list of chaperones, and names of carriers.

III. Excusal of Staff

- A. Professional staff who sponsor, supervise or participate in non-school district sponsored trips or tours which occur within the school year, including on those days which the original calendar plans as a recess, are to notify the Superintendent of their plans three months prior to the planned beginning of the trip or tour.
- B. In the event of a change in calendar which alters the days on which school is in session, professional staff may request excusal as personal day(s) in accord with the current agreement. If personal days are not available, the staff members may request unpaid leave. Permission for unpaid leave is granted at the discretion of the Superintendent. Granting of such permission is not to be presumed.
- C. Staff must immediately notify the Superintendent of the cancellation of non-school sponsored trips or tours.

Established: 5/11/11