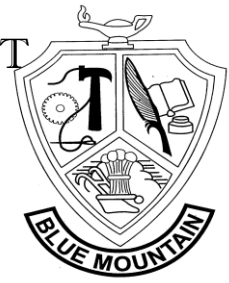




BLUE MOUNTAIN SCHOOL DISTRICT

EDUCATIONAL TRIP REQUEST



Student Name \_\_\_\_\_ HR \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

I/We \_\_\_\_\_ request permission to take \_\_\_\_\_  
(parent/legal guardian) (child's name)

On an educational trip to \_\_\_\_\_.

Dates of the trip are: \_\_\_\_\_.

The itinerary will include the following: \_\_\_\_\_

Names of the other children enrolled in the Blue Mountain Schools who will participate in the trips:

\_\_\_\_\_ NAME \_\_\_\_\_ SCHOOL

\_\_\_\_\_ NAME \_\_\_\_\_ SCHOOL

\_\_\_\_\_ NAME \_\_\_\_\_ SCHOOL

The BMSD has created procedures regarding educational leaves that emphasize the need for students to be in school on a regular basis. Those district policies and procedures are listed on the reverse side of this form.

Parent or guardian signatures acknowledge acceptance of all district policies and procedures for student educational leaves.

\_\_\_\_\_ PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE

\_\_\_\_\_ Approved  
BUILDING ADMINISTRATOR \_\_\_\_\_ DATE

\_\_\_\_\_ Disapproved

# Blue Mountain School District

## Educational Leave Policies and Procedures

In accordance with basic School Board policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and school law.

Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the student(s). Consideration of such a request is dependent on these conditions:

1. Trips may not exceed the maximum of five (5) days per school year.
2. All days beyond the maximum of five (5) days will be considered unexcused and unlawful for students under the age of seventeen (17).
3. Parents are encouraged not to plan trips during the first or last ten (10) days of the school year.
4. The purpose of the trip must be stated and how it supplements district curriculum.
5. The requests must be made by the parent/guardian five (5) days prior to the student's request leave. Forms are available at all building offices. Administrative responses to submitted forms by parents/guardians will be made within 48 hours of submission.
6. Each request will be reviewed by the principal prior to approval. The following will be taken into consideration by the principal in granting permission for the trip:
  - a. the student's academic standing;
  - b. the student's attendance record;
  - c. the student's disciplinary record
7. If approval is given prior to the trip, the student's absence will be listed as excused. If prior approval is not received, the absence will be classified as unexcused/unlawful. Should the student's absence extend beyond the approved time, those days will be classified as unexcused/unlawful.
8. The student is expected to complete all school work that is assigned during the school absence. Such assignments will be provided to the student by the teacher prior to the trip. It will be the student's responsibility to contact teachers and make up any missed assignments.
9. Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods and the secondary school examination periods at the end of the first and second semester.