



**BLUE MOUNTAIN
SCHOOL DISTRICT**

Educational Field Trip Form

Student Name _____

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 of the trip will include the following: _____

Please list your other children below:

Sibling Name _____ School _____ Grade _____

Sibling Name _____ School _____ Grade _____

Sibling Name _____ School _____ Grade _____

Sibling Name _____ School _____ Grade _____

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

Building Administrator

Date

Approved

Disapproved

Date Received _____

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 request must be made by the parent/guardian five (5) days prior to the student's requested leave. Forms are available at all building offices. Administrative responses to submitted forms by parents/guardians will be made within 48 hrs. 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 made 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.