



## Kraybill Mennonite School EDUCATIONAL TRIP POLICY

Parents/Caregivers are required to complete the Educational Trip Request at least two weeks prior to the trip. Please read carefully the guidelines and conditions before making the request and submit the form to the school office.

Parents are urged to use discretion in balancing vacation interests and academic commitments in making educational trip requests. Requests may be denied if determined to be strictly pleasure trips.

The following are guidelines and conditions under which requests for educational trip excuses will be granted:

1. Parents desiring to have a child excused under the provisions stated should submit a written request (on other side) to the administrator indicating dates to be absent, with specific places and activities the student will see and do.
2. The request shall be submitted at least **two weeks** in advance, allowing time for an evaluation of the request and for preparations with teachers. Any request received after that time will be denied unless circumstances dictate a waiver of that policy.
3. The school will not be responsible for any expenses involved in educational trips.
4. Educational trips will generally not be approved during the **last two weeks of school**.
5. The request form will be returned to parents with the principal's evaluation indicated.
6. Assignments and homework to be given during the student's absence shall be obtained at the student's initiative from the teacher before the trip. Students are expected to have all work completed within **3 days upon return**.
7. Library books must be renewed or returned prior to the absence.
8. In order to increase the educational benefit from the trip, students are required to complete one of the following:
  - a. Research project completed prior to the trip regarding the destination (minimum requirement is one handwritten page for elementary and 1 ½ - 2 typed pages for grades 6-8)
  - b. Scrapbook including photographs and journaling regarding the trip (K-5 only)
  - c. Written report regarding new learnings of the trip (minimum one handwritten page for elementary and 1 ½ - 2 typed pages for grades 6-8). For example, some choices of themes for a report may be to describe a favorite experience, explain new learnings, describe a scene or two from the trip, or persuade the reader to take the same trip.

This required assignment shall be fulfilled within 7 days of the student's return to school. Elementary projects shall be given to the classroom teacher and middle school grades 6-8 shall be given to the middle school team leader. **Failure to complete the educational trip assignment within 7 days will result in the absence being unexcused.**

**KRAYBILL MENNONITE SCHOOL  
EDUCATIONAL TRIP REQUEST**

|    | Name of Student(s) | Grade | Homeroom Teacher |
|----|--------------------|-------|------------------|
| 1. | _____              | _____ | _____            |
| 2. | _____              | _____ | _____            |
| 3. | _____              | _____ | _____            |
| 4. | _____              | _____ | _____            |

Date(s) student(s) will be absent: \_\_\_\_\_

Specific Places of Educational Value to be Visited:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Other Activities of Educational Value:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name and relationship of adult who will accompany student(s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Signature of Parent or Caregiver

**\*\*Please take note of the Educational Trip Policy Guidelines on the reverse side. Your Educational Trip project is due on or before \_\_\_\_\_ in order for the requested days to remain excused.**

\*\*\*\*\*

\*FOR OFFICE USE

\_\_\_\_\_ Approved as Educational  
\_\_\_\_\_ Not Approved as Educational

\_\_\_\_\_

Principal's Signature

\_\_\_\_\_

Date

(OVER)