



CATASAUQUA MIDDLE SCHOOL  
 850 PINE STREET  
 CATASAUQUA, PA 18032  
 TELEPHONE: 610-264-4341 FAX: 610-264-5458

**EDUCATIONAL TRIP/EMERGENCY PERMIT**

**Students may be excused from school attendance to participate in non-school sponsored educational trips. The student must present this form to each of his or her teachers for approval at least five (5) days before a planned trip. Once all teacher signatures have been secured, the student must submit this form to the Main Office.** (See reverse side for further information)

**\*\*TRIPS WILL BE NOT BE APPROVED IF SCHEDULED DURING ANY STATE TESTING DATES\*\***

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

My child will be absent from school beginning on \_\_\_\_\_ and extending to \_\_\_\_\_ inclusive.  
(starting date) (ending date)

Total number of days of trip absence: \_\_\_\_\_

For the purpose of: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

(I understand that my child is responsible for securing any work that he/she will miss while being absent.)

TEACHER SIGNATURE	COMMENT	APPROVED	DENIED

**OFFICE USE ONLY**

Date Request Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Total Number of Excused Absences This School Year: \_\_\_\_\_

Total Number of Unexcused Absences This School Year: \_\_\_\_\_

Number of Educational Trip Days Previously Used this School Year: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Comment: \_\_\_\_\_

It is the policy of the Catasauqua Area School District that no person shall be subjected to unlawful discrimination on the ground of race, color, age, creed, religion, sex/gender, sexual orientation, ancestry, national origin, handicap/disability, familial status, genetic information, or any other legally protected classification with respect to any of its programs or activities or in the employment of any personnel. Sexual harassment or harassment relating to an individual's race, color, age, creed, religion, sex/gender, sexual orientation, ancestry, national origin, handicap/disability, family status, genetic information, or any other legally protected classification is a form of unlawful discrimination and is expressly prohibited under the School District's policy. The School Board has adopted procedures for filing complaints of unlawful discrimination/harassment with the School District and the School District's investigation and disposition of those complaints. If you would like to obtain a copy of the complete nondiscrimination policy, including the complaint procedures, please contact the Superintendent, 201 N. 14th Street, Catasauqua, PA 18032, phone 610-264-5571. The Superintendent is the District's Compliance Officer for all nondiscrimination requirements (503/504-Title VI-Title VII-Title IX-ADA Coordinator). The nondiscrimination policy and complaint procedures are also available on the District's web site: [www.cattvsd.org](http://www.cattvsd.org)

## EDUCATIONAL TRIPS

Students may be excused from school attendance to participate in non-school-sponsored educational trips. To be eligible under this section, the following procedure should be followed:

1. The student's parent/guardian must complete the Educational/Emergency Permit and the student must present it to each of his or her teachers for approval at least five (5) days before the trip. Once all teacher signatures have been secured, the student must submit the form to the Main office. These permits can be obtained in the main office or on our CMS website.
2. In a given school year, the amount of time allowed for educational trips shall not exceed a total of five (5) days, consecutively or cumulatively. Additional days will be classified as unexcused and could be subject to legal proceedings prescribed by attendance regulations.
3. Your child's teachers and principal will review the permit; approval of the permit is based on the student's academic records, attendance records, and teacher recommendations. \*Please note that any educational trip request submitted during the Pennsylvania System of School Assessment (PSSA) testing dates will NOT be approved.
4. Failure to get pre-approval for an educational trip may result in the absences for the trip being declared unexcused and, where appropriate, unlawful. In addition, any missed work will receive a grade of "0."
5. If pre-approval is given, the student should see his/her teachers before the trip to find out what work must be completed. The number of days for make-up work to be completed will be equal to the number of days of the trip. Any assigned work that is not completed will receive a grade of "0."
6. The student may also be required to provide the building principal with a written account describing what was learned during the educational trip. The written account must be at least one page in length. Failure to provide the written account within five (5) days of returning to school may result in the absence being declared unexcused or unlawful.
7. In extraordinary circumstances, the superintendent has final authority to waive these provisions..