

Marlinton Middle School

Educational Leave Requirements

Educational Leave is approved by the school administrator. We reserve the right to accept or deny any requests based upon reasons for leave, time, and overall educational quality of the trip. Should educational leave be granted, the following list of requirements **MUST** be met for the days absent to be coded in WVEIS as EDUCATIONAL LEAVE:

1. The trip **MUST** include educational destinations. You **MUST** make it a point to visit these locations throughout the leave time. This includes, but is not limited to: **museums, national and state parks, aquariums, art exhibits, agricultural facilities, colleges/universities, monuments, and government buildings**. Upon return to school, proof of visits must be submitted to the school administration including receipts, ticket stubs, and photos. If the location you are visiting does not require admission, we must have some sort of proof from a staff member that you visited. It is unacceptable for students to return with a bundle of brochures from local rest areas. These will NOT be accepted.
2. Students **MUST** submit a written summary of every educational destination they visited throughout the leave time. The written summary must include how the trip was educational, what information was garnered from the visit, why you chose this destination, and how this visit has helped you in your educational progression. The summary for each destination must be **250 words** in length.
3. All make-up work **MUST** be accumulated by the student and returned to every teacher within 3 days of return before the educational leave will be coded in WVEIS.

Additional Information:

1. Appendix A: *Educational Leave Pre-Approval Form* from the student handbook must be submitted to the school administrator prior to departure.
2. You may only receive 5 educational leave days per year (county policy).

Failure to adhere to these requirements will result in a student being denied educational leave. The absences would then be coded as UNEXCUSED. All unexcused absences are subject to the Pocahontas County Schools truancy divergence program.