



October 10, 1990

ADMINISTRATIVE MEMORANDUM NUMBER TWENTY-EIGHT
EXCUSING STUDENTS FROM SCHOOL FOR SCHOOL ACTIVITIES

A student should be excused from class only upon the request of a parent, guardian, or school official for participation in school functions. School personnel should not excuse students to leave the campus for school activities without notification to parents having been given in advance. The following should be considered as essential in implementing this procedure:

1. Where all students or large groups of students are being excused for activities, every reasonable effort should be made to alert parents. This can be done by sending home schedules of events with proper explanations.
2. Parents should be notified of policies relating to the excusing of students during lunch or other times during the normal school time.
3. In instances where unknown factors arise, such as playoff games, tournaments, etc. every reasonable effort should be made to notify parents in advance.
4. The very best protection is written permission from a parent or guardian. Where this is possible and practical, it should be obtained.
5. The welfare and protection of students should be of prime consideration in excusing students for school activities.
6. All considerations should be made to hold school activities after regular school hours wherever possible.

/s/

Loren G. Burton
Superintendent