

# Neshaminy School District

## CRITERIA/GUIDELINES – VACATIONS/TRIPS

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians/caretakers of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip not sponsored by school when the trip is evaluated by the Superintendent as educational, and if the adult supervision is acceptable to both the Superintendent and the pupil's parents/guardians/caretakers.

In the Neshaminy School District, the Superintendent has designated the building principal to make the initial decision, based on the information provided.

In order to clarify such absences, the following procedure for non-school educational trips/tours is established:

1. This form must be submitted to the Principal a minimum of ten (10) school days prior to the trip (except in an emergency). Parents/guardians/caretakers will be notified in any case in which the request is denied.
2. Requests will be approved only if it can be determined that such trip/tour is of educational value to the student.
3. Unless there are unusual or emergency circumstances, such requests will **NOT** be approved for the first ten (10) school days of the year, or during PSSA/Keystone testing for students in all grades.
4. No more than five (5) school days per student will be approved for educational trip/tour requests in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the Principal well in advance of the requested dates for absences.)
5. Satisfactory academic achievement and attendance will be considered in the approval of such a request.
6. Make-Up Work: While many teachers are able to provide their students with general work that can be completed while on a trip, please do not expect that a teacher can provide you with all of the work that will be covered during that time. Teachers adjust their instruction and pace for varied reasons. Instruction that is given in class can often not be made up through remote work. It is your responsibility to see that your child makes up the necessary work/tests when you return from the trip.

If the teacher has provided you with a work packet, it is your responsibility to see that the work is completed and returned to school when your child returns. You may need to plan to work with your child to teach new concepts since time may not allow your child's teacher to re-teach this missed material. It is important for your child(ren) to return to school with an understanding of the material that was covered while they were on vacation.