

# Seneca Valley School District



Tracy L. Vitale, Ed.D.  
Superintendent of Schools

**Administration Center**  
124 Seneca School Road  
Harmony, PA 16037-9134  
PHONE: (724) 452-6040  
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## EDUCATIONAL TOUR OR TRIP

### 1. Request for Excuse

The parents or guardians of a student who wish to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the principal of the school in which the student is enrolled. Except for emergency situations, which must be fully explained, this request must be submitted at least fourteen (14) calendar days prior to the date on which the student seeks to be excused from compulsory attendance.

### 2. Administrator's Discretion

The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to enhance the educational growth of the student. It is the practice of the Seneca Valley School District not to approve absences for educational tour or trips during mid-term exams, final exams, or during state mandated assessments.

### 3. Assignments

Upon request by a parent, guardian or student, teachers shall submit a list of student assignments or classroom activities for the period of absence during an approved educational tour or trip. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments/classroom activities which are to be completed shall be submitted to the teacher(s) upon return to school or within the period of time as designated by the teacher(s).

### 4. Return to School

The students shall return to school by the first scheduled school day after the excused absence or date previously specified by the building principal.

### 5. Failure to Comply

A student who is absent from school on a tour or trip after being denied an excused absence shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 2949, as amended, and shall earn a failing grade for the assignments/responsibilities made during the period of absence.

A student, who after being granted an excuse, fails to complete the assignments/responsibilities within a reasonable period of time as designated by the teacher, shall earn a failing grade for the incomplete assignments/responsibilities.

## 6. Athletic Eligibility

The Pennsylvania Interscholastic Athletic Association (P.I.A.A.) Constitution stipulates: A pupil who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty (60) school days following his twentieth day of absence, except that where there is a consecutive absence of five or more school days, due to confining illness, injury, or quarantine, such absence may be waived from the application of this rule by the district committee, if a thorough and complete investigation warrants such waiver. Attendance at summer schools does not count toward the sixty days required.

Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

## 7. Implementation

This policy is designed for implementation at the building level. Frequent recurrence of requests for educational tours or trips during a school year shall result in disapproval, although the requested trip may be meritorious. This policy is designed to foster better school student relationship rather than excessive absence.

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## Secondary Student Application for Educational Tour or Trip

### **Part I: To be completed by parent/guardian**

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Were prior requests granted during this school year? \_\_\_\_\_

Dates students will be absent from school: \_\_\_\_\_

Proposed destination: \_\_\_\_\_

Purpose of tour or trip: \_\_\_\_\_

Itinerary of Trip: \_\_\_\_\_

Reason trip cannot be taken when school is not in session: \_\_\_\_\_

I hereby request that the above student be excused from compulsory attendance during this period of absence. I have read and understand the details regarding Educational Trips included with this form. I assume responsibility for supervising the completion of all assignments and responsibilities which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher(s).

Date: \_\_\_\_\_ Signature Parent/Guardian: \_\_\_\_\_

### **Part II: To be completed by student's teachers**

Period	Teacher's Initials	Comments / Assignments	Due Date
1			
2			
3			
4			
5			
6			
7			
8			
9			

### **Part III: To be completed by the building principal**

Please check one: Approved \_\_\_\_\_ Conditionally Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Principal: \_\_\_\_\_ Counselor's Initials (7-8 MS only) \_\_\_\_\_

**PLEASE BE ADVISED THESE DAYS WILL COUNT AGAINST THE ATTENDANCE POLICY**