

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**APPLICATION FOR EDUCATIONAL/VACATION TRIPS OR TOURS**

Vacation Policy: Parents are strongly encouraged to schedule family vacations with the School District Calendar in mind to ensure that students attend school a maximum number of days.

Guidelines

1. Students at the elementary level will be permitted to take four (4) educational trips, up to a cumulative maximum of fifteen (15) school days, during their tenure in elementary school. Educational trips may not exceed five (5) days per year.
2. Middle school students will be permitted to take two (2) educational trips, up to a cumulative maximum of ten (10) school days, during their tenure at the middle school level. Educational trips may not exceed five (5) days per year.
3. High school students will be permitted to take two (2) educational trips, up to a cumulative maximum of ten (10) school days, during their tenure at the high school level. Educational trips may not exceed five (5) days per year.
4. Parental requests which go beyond the number of days or trips allowed must first be acknowledged/approved or disapproved by the building principal, and then upon the parent's appeal, the parent should be advised to make a written request to the superintendent or his designee for final permission.
5. Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students under age 17 and appropriate legal action will be taken. Students 17 years and older will have absences marked unexcused.
6. **The following will be taken into consideration by the principal and/or the superintendent in granting permission for the trip:**
  - a) **The student's academic standing**
  - b) **The student's attendance record**
  - c) **The effect the days of absence will have on the student's educational welfare**
  - d) **Exceptionality of the request**
  - e) **The student's code of conduct**
7. The Application for Permission for Student Excusal Due to an Educational/Vacation Trip or Tour must be submitted to the principal ten (10) school days prior to the trip.
8. It will be the student's responsibility to contact teachers and make up assignments missed during the time of the trip.
9. Permission will not be granted for trips/tours during the District's standardized testing period, the State's testing periods, and the secondary school examination periods at the end of the first and second semesters.

Pennsylvania School Code of 1949

Student absences are generally governed under the definition and authority of Section 1329 of the Pennsylvania School Code of 1949. This section permits student absences to be considered excused in cases of illness, quarantines, recovery from an accident, required court attendance, death in the family, or any "other urgent reason" justifying a temporary absence. Absences covered under Section 1329 must be directly related to the child's inability to attend school due to reasons cited above and not merely for the convenience of the family.

Requests by parents to have their children excused from school for educational/vacation trips must therefore be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, Not School Sponsored."

"Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the district superintendent and pupil participants therein are subject to direction and supervision of an adult personage acceptable to the district superintendent and to the parents of the pupils concerned."

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**APPLICATION FOR PERMISSION FOR STUDENT EXCUSAL**  
**DUE TO AN EDUCATIONAL/VACATION TRIP OR TOUR**  
(Use ballpoint pen. Press hard. You are making three copies.)

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

Parent's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Number of days to be absent from school \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Destination \_\_\_\_\_

A similar request has been made to other schools for brothers and/or sisters. Brothers and/or sisters attend the following BASD schools: \_\_\_\_\_

Reason for Request and Educational Benefits: \_\_\_\_\_

**Please be advised that with intensive scheduling in high schools, it is not recommended that five consecutive days be taken.**

\_\_\_\_\_ Date of Application \_\_\_\_\_ Signature of Parent/Guardian

**COMPLETE AND SUBMIT ALL COPIES TO THE PRINCIPAL TEN (10) SCHOOL DAYS PRIOR TO THE TRIP.**

(BUILDING PRINCIPAL WILL RETURN PARENT COPY INDICATING ACKNOWLEDGED/APPROVAL OR DISAPPROVAL)

**For Office Use Only**

Date application received \_\_\_\_\_ Number of student absences to date \_\_\_\_\_

Number of educational/vacation trip and tour days to date \_\_\_\_\_

(Include entire number of trips taken per current level. See Guidelines #1, #2, #3 on reverse side.)

Acknowledged/Approved

Disapproved

If approved, absences will be excused but cumulative and count towards the 10 cumulative absences allowed elementary students and the 7 cumulative absences allowed secondary students each year.

Comments:

\_\_\_\_\_ Date \_\_\_\_\_ Principal's Signature

White: School Copy

Canary - Student Guidance Folder

Pink - Parent Copy