

Seneca Valley School District



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Superintendent of Schools

Administration Center
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FIELD TRIP PERMISSION FORM

Student's Name: _____ Homeroom: _____
Date(s) of Field Trip: _____ Depart: _____ Return: _____
Name of Organization/Class: _____ Cost of Field Trip: _____
Purpose of Field Trip or Activity: _____

Period	Teachers Signature	Yes, work can be completed prior to/ following this activity	No, Work or class activity cannot be rescheduled	Description of Activity
1				
2				
3				
4				
5				
6				
7				
8				
9				

Please have your parent/guardian review this form and have all the requested information completed before you request their signature of approval.

My son/daughter _____ has my permission to participate in the field trip to _____ on _____ at a cost of \$ _____.

I understand that my son/daughter will be responsible for all classwork assigned or completed on this date and that all student participants are subject to all School District policies and procedures.

Signature of Parent/Guardian: _____ Date: _____

Field Trip Medication Form: School health personnel are generally not in attendance on field trips. Medication and treatments should be administered prior to departure or upon return to school whenever possible. If a student requires life-saving medication (Inhaler/Epipen) or a treatment (Diabetes) in order to participate in the program, and they have permission on file to carry their inhaler or Epipen, they may take it on the field trip with them. If a student requires oral medication to participate in the trip, a parent or nurse will be required to attend the trip.

Please complete the following if your child receives a medication or treatment at school on a daily or "as needed" basis that will be required during this field trip.

_____ will/may require _____
Name of student Medication or treatment

_____ I wish for the school nurse to send the Epipen, Inhaler or Diabetic Supplies that are stored in the health office.

Signature of parent/guardian

FIELD TRIP INFORMATION

The Seneca Valley School District recognizes the value and encourages the opportunities for students to participate in pre-planned field trips and educational experiences during the regular school year. The pre-approval form on the back of this sheet must be returned to the school-approved adult supervisor prior to this trip.

If a proposed trip has been approved by the principal, written permission from a parent or guardian must be obtained. This permission must indicate understanding of the date, time, cost (if applicable) and purpose of this trip. Pupil participants are subject to the supervision of the school-approved adults, who may require a dress code for the occasion. At all times the school code of conduct will be enforced.

The faculty must receive a timely list of participants approved for this educational trip. Students who are absent from any of their regularly scheduled classes because of their involvement in a field trip must follow these procedures:

1. Form on reverse side must be completed prior to the field trip and returned to the sponsor of the field trip. Students who fail to return this completed form may not participate in the activity.
2. Students are responsible for notifying their teachers that they will be missing classes and completing all work that is missed. This must be done prior to the planned absence.
3. Because field trips and special activities are valuable educational experiences, classroom teachers should attempt to accommodate and support student participation in these activities. If the planned class activities that a student would miss to participate in the field trip cannot be completed early or following the trip (ex: lab experiments or demonstrations, group reports, etc.), the student is to be notified of this type of classroom activity at the time his/her field trip request is presented to the teacher. The student, with the assistance of the sponsor of the activity and the student's parent/guardian, must evaluate the appropriateness of his/her participation in the field trip or special activity based on this information.
4. Parental approval for a student to miss classroom activities to participate in a field trip or special activity is indicated by the signature of the student's parent/guardian on the bottom of the completed form.
5. A student with excessive absences will not be permitted to attend school sponsored field trips or activities if the activities require additional absences from regularly scheduled classes.