

Milford Central School

Mark Place, Superintendent

PO Box 237 • West Main Street

Milford, NY 13807-0237

Telephone (607) 286-3341 or 3349 | FAX (607) 286-7879



MCS WEEKLY UPDATE

WEEK ENDING 11/22/2019

Each week I write an email to the faculty, staff and Board of Education to update them on the events of the last week and to keep them “in the loop” on important issues that impact MCS. In order to foster even greater communication and transparency for the great work that is done at MCS, I will be sending a weekly update out to the larger Milford community to keep you “in the loop” as well. Here is my update for the week ending 11/22/2019:

ON BEING THANKFUL

As we prepare to celebrate Thanksgiving, I believe it's important to reflect on those things that we are truly thankful for. I'm thankful for each day that I get to spend with our incredible staff. They are upbeat and work tirelessly to bring their best each day so that we can best serve our students. I'm thankful for the students who fill our hallways with laughter and remind me each day what we are working so hard for. And I'm thankful for being part of a community that values education and supports our school.

THANKSGIVING HATS - PREK

This week, Mrs. Accordino worked with our PreK students to create Thanksgiving hats out of construction paper. Attached is a picture of Mrs. Wood's class.

DIDGERIDOO DOWN UNDER

On Monday, November 18, 2019, students in grades PK-5 were able to see a live performance of *Didgeridoo Down Under* which presented music from Australia. Students were able to participate in playing the didgeridoo, an instrument made from the hollowed out limb of a eucalyptus tree. Photos are attached.

MCS SPIRIT WEEK

Spirit week will begin the day students return from Thanksgiving Break.

Monday (12/2): Dress in Your Favorite Decade

Tuesday (12/3) Dress Like a Tourist

Wednesday (12/4): Dress as a Funny Meme

Thursday (12/5): Dress as your Idol

Friday (12/6); Class Colors. (PK-5 Rainbow)

The week will end with the Anton Remy Tournament that kicks off on Friday, December 6th. Come out and support our student athletes!

FOOD DISTRIBUTION OPPORTUNITY

Celebrate Thanksgiving by sharing your time with The United Way and our community to distribute food to those less fortunate. Volunteers aged 12 and over are needed. Distribution takes place at the Northern Eagle Beverage Distribution Center in Oneonta starting at 10:00 and continuing until around 1:00 PM. Hope to see you there!

POLICY UPDATES

At the Board of Education meeting on December 12, 2019, the Board will read and review two policies. The updated policies are attached.

- **Policy #4531:** This policy was originally named “Field Trips” back in 1986; however, in 1994 it was over-written and renamed “Permission to Leave School Premises”. The regulation retained its title of “Field Trips”. The Policy is being amended back to its original title. The items in the regulation have been incorporated into the policy. The exhibit has been revised to match the document that staff have been using for the past two years.
- **Policy #4533:** This policy was originally named Policy #4531: “Permission to Leave School Premises” and dealt only with SIP research projects. Because the policy overwrote the original “Field Trip” policy, it is being given a new number. The policy is also being updated to allow both SIP research days and college visits to be considered “excused” absences as long as the student seeks permission two days in advance.

I wish each of you a Happy Thanksgiving filled with the joy of family and friends.

Mark

PRE K STUDENTS CREATE THANKSGIVING HATS

Students in Mrs. Accordino's art class created Thanksgiving Hats out of construction paper. Pictured below are the students in Mrs. Wood's class wearing the hats they created.



DIDGERIDOO DOWN UNDER

On Monday, November 18, 2019, students in grades PK-5 were able to see a live performance of Didgeridoo Down Under which presented music from Australia. Students were able to participate in playing the didgeridoo, an instrument made from the hollowed out limb of a eucalyptus tree.



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TO: Policy Committee
FROM: Mark Place, Superintendent
DATE: November 22, 2019
RE: Policy Items for 12/12/2019 Board Meeting

The Policy Committee met on 10/28/2019 to consider the policy changes listed below. The marked up former documents and the new policies are attached.

POLICY NUMBER	REGULATION	EXHIBITS	POLICY NAME	Notes
4531		X	Field Trips	Renamed and Revised: This policy was originally named “Field Trips” back in 1986; however, in 1994 it was over-written and renamed “Permission to Leave School Premises”. The regulation retained its title of “Field Trips”. The Policy is being amended back to its original title. The items in the regulation have been incorporated into the policy. The exhibit has been revised to match the document that staff have been using for the past two years.
4533		X	SIP Research Days and College Visits	Renumbered, Renamed and Revised: This policy was originally named Policy #4531: “Permission to Leave School Premises” and dealt only with SIP research projects. Because the policy overwrote the original “Field Trip” policy, it is being given a new number. The policy is also being updated to allow both SIP research days and college visits to be considered “excused” absences as long as the student seeks permission two days in advance.

FOR BOARD CLERK

REVISED POLICIES:

Policy #4531: Permission to Leave School Premises
Renamed: Field Trips

Policy #4531-E1 Field Trip Checklist and Forms

NEW POLICIES:

Policy #4533: SIP Research Days and College Visits

Policy #4533– E1: SIP Research Days and College Visits Permission Form

FIELD TRIPS

' RULES & REGULATIONS

The following regulations are set to implement the planning of field trips as part of, and directly related to, classroom learning activities.

1. All field trips and trip arrangements must be submitted on a specific form, obtainable in the main office and have the approval of the Superintendent or his designee at least two weeks prior to the scheduled trip.
2. All field trips must be supervised by a teacher or teachers.
3. Each child who goes on a field trip must have written parental permission and emergency medical information which will be retained by the teacher until all have returned from the trip.
4. Students going on field trips should be counted as present and permitted to make up any regular school work that has been missed.
5. Children of pre-school age may not accompany parents when the parents serve as chaperones on a field trip.
6. Because field trips are an extension of regular classroom activities, proper behavior is expected at all times and no tobacco, alcohol or illegal drugs may be used by those participating in such trips.
7. The teacher in charge is responsible for the accounting for and conduct of all pupils on and off the bus.
8. Pupils may be asked to pay all or part of the expenses of field trips but students will not be excluded from participation because of individual student expense.
9. School bus transportation will be used when arrangements can be made to do so without disrupting regular school bus schedules.
10. Each field trip should be evaluated by teachers and administration.
11. Field trip participants found in violation of these rules and regulations are subject to appropriate disciplinary action.

Adopted: June 9, 1986

This policy was originally named "Field Trips" back in 1986; however, in 1994 it was over-written and renamed "Permission to Leave School Premises". The regulation retained its title of "Field Trips". Policy 4531 is being amended back to its original title. The items in the regulation have been incorporated into the policy. The exhibit has been revised to match the document that staff have been using for the past two years.



MILFORD CENTRAL SCHOOL DISTRICT

POLICY# 4531

FIELD TRIPS

() REQUIRED
(X) LOCAL
() NOTICE

The Board of Education believes that field trips are an integral part of the educational experience for students at Milford Central School.

Prior to making any field trip commitments and/or reservations, all requests for field trips must be submitted on district-created forms at least ten (10) school days prior to the field trip and be approved by the Principal and the Superintendent. Factors relevant in consideration of approval of such trips should include the relationship to the curriculum, availability of transportation, and the cost involved.

Participation in field trips shall be limited to students who are enrolled in the Milford Central School District. Students participating in a field trip must provide written consent from their parent/guardian along with emergency contact information. This consent shall be collected on district-created forms. Students participating in field trips will be considered “present” for attendance purposes.

EQUAL OPPORTUNITY

All students shall have an equal opportunity to participate in field trips that are part of the educational program. With few exceptions, students should not be asked to pay for field trips. No students shall be denied an opportunity to attend such field trips due to an inability to pay the costs associated with such trips.

CHAPERONES

A lead chaperone will be identified for each field trip. The lead chaperone will be responsible for accounting for all individuals on the field trip manifest.

All field trips must be chaperoned by adults with consideration given to the need for both male and female chaperones. It is recognized that the adult/student ratio required may vary based on the age of the students and the nature and destination of the trip. The appropriate ratio for each trip will be determined by the principal/superintendent in coordination with the sponsoring teacher.

On overseas trips, chaperones shall be responsible for maintaining a copy of the passport of each student participating in the trip.

When parents serve as chaperones, children of pre-school age may not accompany them on the trip.

STUDENT RESPONSIBILITIES

Field trips are an extension of regular classroom activities and as such, students participating in field trips are subject to the school's *Code of Conduct* during the entirety of the field trip.

If a field trip occurs during the school day, students who do not participate will be expected to be in school and will be assigned appropriate work for the day(s).

Adopted: February 9, 1994 as “Permission to Leave School Premises”
Renamed “Field Trips” and Revised:

NOTICE OF FIELD TRIP

These were the original field trip forms. Items from these forms were incorporated into the new Exhibit 4531 - E1

Dear Parent/Guardian:

Your child's class has scheduled a field trip activity to:

_____ on _____ . The group will be leaving school at _____

and plans to return at _____ on _____

The group is going to be transported by means of _____

Please sign and return the form below immediately.

Sincerely,

Teacher

FIELD TRIP CONSENT FORM

I hereby give permission for my child _____

to participate in a school sponsored educational field trip to _____

I understand that my child will leave on _____ at _____

and is expected to return on _____ at _____

Is your child expected to take any medication on the trip? If so, what is it and who is

expected to administer this medication? _____

Is your child allergic to anything? _____ If yes, what? _____

Should emergency medical services be required for your child during the trip, medical personnel will be contacted immediately.

Parent/Guardian signature

Date

Telephone number where parent/guardian may be reached in case of an emergency on the field trip day. _____

FIELD TRIP PLAN

Prepare and submit to Principal and Superintendent at least two weeks prior to planned departure.

Submitted by: _____

This was the original field trip planning form. Items from these forms were incorporated into the new Exhibit 4531 - E1

For:

(Class or organization)

Destination: _____

Departure date: _____ Time: _____

Return date: _____ Time: _____

Number of students participating: _____

Staff participating: _____

Purpose of this trip: _____

- ☐ Notify cafeteria if class will not be here for breakfast or lunch
- ☐ Check with nurse for: first aid kit
student information sheets
medications
- ☐ Make name tags available
- ☐ Class list to bus driver
- ☐ Class list to office
- ☐ Bring "emergency closing" papers

Signature of Principal: _____



Signature of Superintendent: _____



Comments: _____



MILFORD CENTRAL SCHOOL DISTRICT

EXHIBIT# 4531-E1

FIELD TRIP CHECKLIST AND FORMS



Field trips are an integral part of the educational experience for students at MCS. As such, the District has set aside monies to allow the instructional staff to request funding for field trips. With few exceptions, students should **NOT** be asked to pay for field trips. Field trip requests must be submitted at least ten (10) school days in advance.

PROCESS:

Obtain and complete the “Field Trip Request Form”. ***NOTE*** In the part where it asks “Purpose of this field trip”, you will need to specifically link your answer to instructional objectives. Field trips will only be approved if they can show a direct connection to the instructional program/curriculum.

If your field trip does **not** require any funding, you may submit your proposal without a meeting.

If your field trip **does** require funding, a meeting with the Superintendent is required to discuss the cost and the objectives of the trip. The Superintendent will discuss the requisition process with you during this meeting.

CONSIDERATIONS:

MEALS: Will the trip span over the course of a meal period? Please consider that approximately 50% of our students are eligible for free and reduced meals. Coordination and planning with the cafeteria manager is key.

COORDINATING: Is there another grade level or class that would also benefit from attending? For example, a high school class may be at the mastery level for visiting a museum, but an elementary class could participate in the same field trip but with a different set of objectives.

TRANSPORTATION: You will need to coordinate with the Director of Transportation as to whether there are already any field trips on that day or events that would prevent having enough buses/drivers.

COMMUNICATION: The main office can send robocalls out to parents/guardians to remind them about permission slips or general reminders prior to the trip. Use this to your advantage to streamline communication.

FREE FIELD TRIP CHECK LIST	FIELD TRIP WITH COST CHECK LIST
<ul style="list-style-type: none"><input type="checkbox"/> Completed the Field Trip Request Form<input type="checkbox"/> Submitted to Superintendent's/Principal's Secretary<input type="checkbox"/> Field Trip approved by Superintendent & Principal<input type="checkbox"/> Completed Transportation Request Form if MCS is transporting<input type="checkbox"/> No less than 24 hours prior to departure, written parental consent has been obtained for all students.<input type="checkbox"/> Registered with the destination.<input type="checkbox"/> All Employee Chaperones entered field trip in AESOP.<input type="checkbox"/> Completed “Field Trip Task List” signed off by Superintendent's/Principal's Secretary<input type="checkbox"/> Manifest filed with main office and bus driver before departure	<ul style="list-style-type: none"><input type="checkbox"/> Completed the Field Trip Request Form<input type="checkbox"/> Submitted to Superintendent's/Principal's Secretary<input type="checkbox"/> Scheduled Meeting with Superintendent<input type="checkbox"/> Field Trip approved by Superintendent & Principal<input type="checkbox"/> Completed Transportation Request Form if MCS is transporting<input type="checkbox"/> Obtained requisition forms from the Business Office<input type="checkbox"/> Completed requisitions and submitted them to the Business Office<input type="checkbox"/> No less than 24 hours prior to departure, written parental consent has been obtained for all students.<input type="checkbox"/> Registered with the destination.<input type="checkbox"/> All Employee Chaperones entered field trip in AESOP.<input type="checkbox"/> Completed “Field Trip Task List” signed off by Superintendent's/Principal's Secretary<input type="checkbox"/> Manifest filed with main office and bus driver before departure



MILFORD CENTRAL SCHOOL DISTRICT FIELD TRIP REQUEST FORM

Form must be turned in at least ten (10) school days in advance.



REQUESTOR INFORMATION				
Name of Person Submitting Request				
Today's Date				
FIELD TRIP INFORMATION				
Grade Levels & Subject Area Information	Grade Level (s)		Subject Area(s)/Focus	
	<input type="checkbox"/> PK	<input type="checkbox"/> 6	<input type="checkbox"/> Art	<input type="checkbox"/> PE/Health
	<input type="checkbox"/> K	<input type="checkbox"/> 7	<input type="checkbox"/> CTE	<input type="checkbox"/> Science
	<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> College & Career	<input type="checkbox"/> Social-Emotional
	<input type="checkbox"/> 2	<input type="checkbox"/> 9	<input type="checkbox"/> English	<input type="checkbox"/> Social Studies
	<input type="checkbox"/> 3	<input type="checkbox"/> 10	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Technology
	<input type="checkbox"/> 4	<input type="checkbox"/> 11	<input type="checkbox"/> Math	<input type="checkbox"/> Other
	<input type="checkbox"/> 5	<input type="checkbox"/> 12	<input type="checkbox"/> Music	
Total # of Students Participating				
Destination				
Physical Address of Destination				
Phone Number of Destination				
Time and Date Information		DEPARTURE	RETURN	
	DATE			
	TIME			
Chaperone(s) [List all]				
Purpose of this Field Trip You will need to specifically link your answer to instructional objectives. Field trips will only be approved if they can show a direct connection to the instructional program/curriculum.				

ESTIMATED FIELD TRIP COSTS		
Expense	Estimated Cost	Notes
Admission Fees		
Food and/or Snacks		
Non-District Transportation		
Lodging		
Total Estimated Costs		

APPROVALS		
POSITION	SIGNATURE	DATE
Principal		
Superintendent		

FIELD TRIP TASK LIST	
<input type="checkbox"/> All teachers (including special area teachers) and nurse have been notified---must include names of students. <input type="checkbox"/> Distributed and collected "Field Trip Lunch Form" as needed. <input type="checkbox"/> "Field Trip Consent Form" on file for each student participating in the field trip prior to departure. <input type="checkbox"/> First aid kit, student information sheets, and medications obtained from nurse. <input type="checkbox"/> Name tags available as needed. <input type="checkbox"/> "Emergency Closing" papers obtained from main office (Grades PK-5 only) <input type="checkbox"/> Manifest including names of all students and chaperones physically on the trip submitted to main office and bus driver PRIOR to departure.	
Superintendent's/Principal's Secretary Signature (required prior to departure)	Date

PRIVATE MOTOR COACH TRANSPORTATION	
Name of Carrier	
Number of Buses Being Chartered	
Employee to Conduct Pre-Trip Checklist	
VEHICLE INSPECTION	
<input type="checkbox"/> Windows/Windshield (not broken or cracked) <input type="checkbox"/> Interior Lights <input type="checkbox"/> Headlights (high beam/low beam) <input type="checkbox"/> Taillights / Brake lights <input type="checkbox"/> Horn	<input type="checkbox"/> Tires (No Slick Tires!) <input type="checkbox"/> Unusual oil/grease leaks at wheel seal <input type="checkbox"/> Fire extinguisher (charged) <input type="checkbox"/> Copy of the Annual Safety Inspection (either sticker or paper)
DRIVER INFORMATION	
<input type="checkbox"/> Valid Commercial Driver's License with a P (passenger) endorsement <input type="checkbox"/> Valid Medical Certificate (pocket card) <input type="checkbox"/> Driver's Record of Duty Status (Log Book). Ask the driver if he/she has enough hours remaining to perform the trip. <input type="checkbox"/> Vehicle registration card to ensure that vehicle is authorized to operate in the states of the trip. Make sure that the license plate and VIN # matches the registration card.	

Field Trip---Lunch Order

Your field trip to _____ will include a lunch. In order to prepare the lunches, the cafeteria staff needs to know what you would like for lunch. Please complete the order form below.

STUDENT NAME	
LUNCH NUMBER	
SANDWICH	<input type="checkbox"/> Peanut Butter & Jelly <input type="checkbox"/> Ham & Cheese <input type="checkbox"/> Turkey & Cheese
DRINK	<input type="checkbox"/> Milk <input type="checkbox"/> Juice
	Fruit & Vegetable will be included

☐ I don't need a school lunch, I will bring my own.

Field Trip---Lunch Order

Your field trip to _____ will include a lunch. In order to prepare the lunches, the cafeteria staff needs to know what you would like for lunch. Please complete the order form below.

STUDENT NAME	
LUNCH NUMBER	
SANDWICH	<input type="checkbox"/> Peanut Butter & Jelly <input type="checkbox"/> Ham & Cheese <input type="checkbox"/> Turkey & Cheese
DRINK	<input type="checkbox"/> Milk <input type="checkbox"/> Juice
	Fruit & Vegetable will be included

☐ I don't need a school lunch, I will bring my own.



MILFORD CENTRAL SCHOOL

FIELD TRIP NOTIFICATION & CONSENT FORM



Dear Parent/Guardian:

Your child's teacher/advisor has scheduled a field trip activity. The specifics of the field trip are below:

Teacher/Advisor			
Field Trip Destination			
Time and Date of Field Trip		DEPARTURE	RETURN
	DATE		
	TIME		
The group is being transported by			

Please sign and return the form below by no later than _____.



MILFORD CENTRAL SCHOOL

FIELD TRIP CONSENT FORM



Student's Name: _____ **Grade Level:** _____

I hereby give permission for my child to participate in the field trip activity listed below.

Teacher/Advisor			
Field Trip Destination			
Time and Date of Field Trip		DEPARTURE	RETURN
	DATE		
	TIME		
The group is being transported by			

In the event that my child is involved in an accident or incurs an injury during the course of the field trip, I give my permission to the district to take my child to the nearest medical facility if warranted. I also give my permission to the Emergency Room Physician to begin treatment of my child when they arrive at the hospital.

I understand that every effort will be made to contact me if my child does become injured.

Parent/Guardian Signature: _____ Date: _____

Telephone number(s) where parent/guardian can be reached in case of emergency on the date of the field trip.		
Home Phone Number	Cell Phone Number	Work Phone Number

If your child is allergic to anything, please note those allergies below



MILFORD CENTRAL SCHOOL

FIELD TRIP MANIFEST



Lead Chaperone			
Lead Chaperone Cell Phone Number			
Destination			
Time and Date Information		DEPARTURE	RETURN
	DATE		
	TIME		

Number	Student Names (Last, First)	Number	Student Names (Last, First)
1		36	
2		37	
3		38	
4		39	
5		40	
6		41	
7		42	
8		43	
9		44	
10		45	
11		46	
12		47	
13		48	
14		49	
15		50	
16		51	
17		52	
18		53	
19		54	
20		55	
21		56	
22		57	
23		58	
24		59	
25		60	
26			Chaperone Names (Last, First)
27		1	
28		2	
29		3	
30		4	
31		5	
32		6	
33		7	
34		8	
35		9	

Copies of this manifest must be given to the main office **AND** the bus driver **PRIOR** to departure.

**MILFORD CENTRAL SCHOOL
PERMISSION TO LEAVE SCHOOL PREMISES**

Notice to Parents/Guardians

From time to time, students may be asked to complete research assignments for their senior interdisciplinary projects. These assignments are considered by the District to be homework and the District does not take responsibility for your child's conduct or safety when he/she is off the school premises either after school hours or on the weekends.

Additionally, some students may request to leave the school premises during school hours to perform research or other tasks for their school projects. In order for the District to allow such early dismissal, you will need to sign the attached permission slip. Once your child leaves the school grounds, the District will not be supervising his/her conduct or safety and the District will not be responsible for your child's return to school or home.

If you have any questions or concerns regarding this notice or the permission slip below, please contact the building principal.

This policy was originally named Policy #4531: "Permission to Leave School Premises" and dealt only with SIP research projects. Because the policy overwrote the original "Field Trip" policy, it is being given a new number. The policy is also being updated to allow both SIP research days and college visits to be considered "excused" absences as long as the student seeks permission two days in advance.

Adopted: February 9, 1994



MILFORD CENTRAL SCHOOL DISTRICT
POLICY# 4533
SIP RESEARCH DAYS AND COLLEGE VISITS

<input type="checkbox"/> REQUIRED
<input checked="" type="checkbox"/> LOCAL
<input type="checkbox"/> NOTICE

The Board of Education supports students in completing research for their Senior Interdisciplinary Projects (SIP) as well as visiting college campuses as they prepare for post-secondary education.

SIP RESEARCH DAYS

The Board of Education will allow each 12th grade student up to one (1) school day to complete research for their SIP during the school day and have their absence considered “Excused”.

COLLEGE VISITS

The Board of Education will allow students in 11th and 12th grade to visit college campuses and have their absence considered “Excused”. The student must provide proof from the college that they attended on the day that is being requested as excused.

PERMISSION

Students must complete district-created forms seeking permission at least two (2) days in advance from their parent/guardian, each of their classroom teachers, guidance counselor, and principal.

The District assumes no responsibility for student behavior or safety while they are off school premises for their SIP Research or College Visits.

Adopted: February 9, 1994 as Policy #4531: “Permission to Leave School Premises”

Renumbered, Revised, and Renamed: Policy #4532 “SIP Research Days and College Visits”:

P A R E N T / G U A R D I A N
PERMISSION FOR STUDENT TO LEAVE SCHOOL PREMISES
DURING SCHOOL HOURS

I am the parent/guardian of _____, I understand that my child/ward is involved/enrolled in certain courses/projects which may require research or other tasks to be performed off school premises.

I hereby give my permission for my child/ward to leave the school grounds during school hours to complete his/her research or project assignment. I recognize that once my child/ward leaves the District premises either by private/District/public transportation, the District will not be supervising the conduct or safety of my child/ward. I also recognize that the District is not responsible for the return of my child/ward to school or home.

By my signature below, I acknowledge that I have read and understand the content of this permission slip.

Date

Parent/Guardian Signature

This was the original permission slip. It has been updated with the document on the next page into a single document seeking permission from parents and teachers.

Adopted: February 9, 1994

TEACHERS**PERMISSION FOR STUDENT TO LEAVE SCHOOL PREMISES
DURING SCHOOL HOURS**

There are times when it is necessary for students to be out of school in order to accomplish tasks or research for their classes. Students are expected to have made arrangements for such visits in advance. They are expected to hand in any class work that is due BEFORE leaving the building. In addition, they are expected to hand in any work due the following day without extensions.

Students will ask and receive permission from each teacher whose class they expect to miss, the Principal, the Nurse, and the Guidance Counselor. Permission must be received at least one day prior to the expected absence.

Each teacher is requested to sign below giving permission for the student to miss class. The student must have the teachers' signatures prior to seeing the Principal, Guidance Counselor and the Nurse.

Date: _____

Teachers are asked to treat such absences as field trips.

Student's name: _____

Teachers' Signatures:

- | | |
|----------|-----------|
| 1. _____ | 6B. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | |

6A. _____

Guidance Counselor: _____

Principal: _____

Nurse: _____

This was the original permission slip. It has been updated with the document on the next page into a single document seeking permission from parents and teachers.

Adopted: February 9, 1994



MILFORD CENTRAL SCHOOL DISTRICT
EXHIBIT# 4533 – E1
SIP RESEARCH DAYS AND COLLEGE VISITS
PERMISSION FORM

() REQUIRED
(X) LOCAL
() NOTICE

This form must be completed at least two (2) days prior to a student seeking permission for a SIP Research Day or College Visit to be considered “Excused”.

STUDENT NAME	
DATE OF REQUESTED EXCUSED ABSENCE	
PURPOSE	<input type="checkbox"/> SIP Research Day <input type="checkbox"/> College Visit

PARENT/GUARDIAN PERMISSION

I hereby give my permission for my child to be absent from school for the purpose of a SIP Research Day or College Visit. I understand that the district will not be providing transportation or supervising my child during this time.

SIGNATURE		DATE	
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STAFF PERMISSIONS

PRINCIPAL	
SCHOOL NURSE	
SCHOOL COUNSELOR	

TEACHER PERMISSIONS

1ST PERIOD	
2ND PERIOD	
3RD PERIOD	
4TH PERIOD	
5TH PERIOD	
6TH PERIOD	
7TH PERIOD	
8TH PERIOD	
9TH PERIOD	
10TH PERIOD	