

FIELD TRIP PROCEDURES

1. Students must have current High School Field Trip Permission Form signed by parent and all teachers. (see enclosure) If the field trip is over 25 miles from CP then the Field Trip request form must be signed by CP admin 15 school days prior to the trip date so district can approve (see bottom of form). If the trip is under 25 miles, (use the same form) the request must be approved by CP admin 10 working days prior to trip date.
2. Copy/Original of ALL completed permission form must be turned into Attendance office the **day prior to the field trip**.
3. Attendance must be taken before leaving on the field trip and before returning to school to verify that all students are in attendance. Attendance sheets must be turned into the Attendance Office or Admin office prior to leaving for the trip. Upon returning from the trip, the attendance sheet verifying that all students have returned to school from the trip is due to the attendance office upon your return. If a student is not in attendance, please indicate their absence or call Stacy Boschetti (Attendance Secretary) so that she can adjust attendance.)
4. Any student that does not turn in the completed signed permission slip is **NOT eligible to go on the trip, NO EXCEPTIONS**. If the student attends they will be considered truant without the completed form on file in the attendance office.
5. If a student attends the field trip without a completed form, or the teacher approves a student to go on the field trip with an incomplete form, the approving teacher assumes all liability for student. Paper work must be up to date, timely, and complete to ensure a safe experience.