

Concord High Field Trip Protocol

Approved Field Trips

- Complete the appropriate paperwork, i.e. parent permission, out of state, etc.
- Be sure to complete a Bus Request form and submit to the Student Resource Technician with other completed forms. **IF** teachers or approved parent chaperones are transporting students in private vehicles, you can get that form from the Student Services Secretary and they will keep that completed form on file along with up to date insurance information.
- One week prior to the field trip, check the grades of all students to attend. Students who are failing a class may **NOT** attend a field trip at CHS.
- Email list of approved students to the staff with departure times, return times and other pertinent information. *We also require teacher signatures from all periods.*
- Please make arrangements with colleagues for students who will not be attending.
- Upon return, provide a list of all students in attendance to the Attendance office for excusal.