

CONCORD-CARLISLE HIGH SCHOOL
SCHOOL DAY FIELD TRIP FORM

To be filled out for regular field trips made during the school day.

TEACHER'S GUIDE FOR FIELD TRIPS

Check List for All Field Trips

Anyone contemplating field trips, *other than trips to participate in competitions* must follow the checklist below.

Competitions are not subject to this policy and procedure statement for field trips. For trips involving competitions of any kind, the person seeking permission for the trip must see the Principal at the earliest possible moment concerning such a trip.

- ⇒ The person in charge of the field trip has completed a field trip request form.
 - ⇒ The trip complies with the school policy regarding field trips.
 - ⇒ Trip proposal is submitted to the Principal four (4) weeks in advance of the trip.
 - ⇒ The proposal is accompanied by a completed transportation request form.
 - ⇒ The field trip is directly related to a unit of study or a school sponsored program or activity in which students are involved. (Educational Field Trips Only)
 - ⇒ The trip has the support of the department chair group and the faculty member in charge has sufficient funds available to pay for the trip. (Educational Field Trips Only)
 - ⇒ Ten school day notification of the trip has been given to the faculty in writing or email
 - ⇒ Notification shall include the name of the person sponsoring the trip, date, time, location, names of students participating in the trip. A hard copy/email must also be filed with the attendance office. Upon return from a field trip, teacher must submit the attendance list from the trip to the attendance office.
 - ⇒ Arrangements have been made for an equivalent assignment for students not participating in the field trip.
 - ⇒ Permission slips (which are available in the main office), have been completed by parents of student participating in the field trip and returned to the person sponsoring the trip before the trip leaves the school.
 - ⇒ The R.N. has been notified and the student list reviewed with her regarding potential medical needs and emergency plans.
 - ⇒ No private vehicles will be used to transport students unless such transportation has been authorized in advance by the Co-Principals. **Students may not drive under any circumstances.**
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PERMISSION FORM

TO BE FILLED OUT BY PARENT/GUARDIAN granting permission for the student named below to take part in the field trip.

(Student Name)_____has my permission to go with his/her class/club/activity to_____. The trip will leave CCHS at _____and return at approximately _____.Traveling by_____.

Optional and if applicable for this trip: Medical issues, allergies and treatment necessary for the chaperone to be aware of for my child's safety.

In an emergency contact the following:

Name/Relationship:_____ **Phone:**_____

Name/Relationship:_____ **Phone:**_____

Parent/Guardian Consent Form for Emergency Medical Treatment

In the event of an emergency situation and reasonable attempts have been made to contact me, I give (Teacher's Name)_____, designated chaperones, or trip nurses permission to sign consent for medical treatment for my minor child named above. I also give permission to release medical information to emergency care providers or other appropriate health care providers in order to treat my child in a medical emergency. I also agree that I will be responsible to pay out of pocket medical expenses incurred if emergency treatment is needed.

Comments:_____

Signature of Parent/Guardian:_____ **Date:**_____