



SY 22-23 Field Trip Form

Teacher/ Staff Section

Please obtain the signature of the content area Dean of Curriculum/ Coordinator and then submit the original form to the Principal for approval. If it is approved and signed, please submit one copy to the content area Dean of Curriculum/ Coordinator.

NOTE- Field Trips are not permitted during designated CRLS exam dates including, midterms, finals, the MCAS and the PSAT

On the morning of the field trip, attendance needs to be submitted to the Main Office just prior to leaving the building. Additionally, teachers must bring all of the student field trip forms with them on the trip. After the trip concludes, teachers must submit all student field trip forms to the Main Office for record keeping.

Teacher	Teacher's LC	Department
Teacher Providing Coverage (for students/classes not participating in the field trip)		

Date of Trip	Time From- To	Cost Per Student	Cost to School District	Number of Students Attending	Means of Transportation (School Provided Bus, Public Transportation or Walking) NOTE: School Provided Bus requires Principal or Vice Principals Approval prior to submitting this form)

Chaperones must have a current CORI Form on record with CPSD along with Proof of COVID Vaccination

Name of Adult Chaperones and/or Teachers	Position

Description and educational relevance of the trip	
Follow Up Activities	
Dean of Curriculum/ Program Director/Coordinator's Signature	Principal's Signature

CRLS Field Trip Form Procedures/ Expectations

1. The Field Trip Permission Form must be filed first with the content area Dean of Curriculum/Coordinator at least ten (10) school days prior to the day of the trip.

- Students attending the field trip must have their form completed FIVE (5) SCHOOL DAYS prior to the day of the field trip.
- Students must secure the signatures of all teachers.
- If a teacher decides not to approve the participation of a student on the field trip, that student cannot attend the field trip.
- In the above three (3) cases, the student may appeal to his/her Dean of Students who will render the final decision.

2. Students are responsible for making up class work missed as a result of the trip. If a teacher approved and signed the form, the student cannot be penalized for participating in the field trip. Any student who chooses not to participate in a field trip may not incur any academic penalty.

3. While on the field trip, students represent CRLS. Therefore, proper decorum and conduct are expected of all participants. All school rules and regulations apply during field trips. If the field trip concludes before the end of the school day, students must return to CRLS and attend the remainder of their classes. Students who do not adhere to these policies may be denied permission to participate in future school trips.

4. Staff on Assignment forms **(SOA) are not** permitted for field trip coverage. **Teachers must arrange with colleagues to have coverage for students and/or classes who do not participate in the field trip.** Please communicate with your Learning Community Dean of Curriculum and your CRLS based department leader if you have made arrangements for coverage of your classes in the event of a field trip.

5. ADDITIONAL PROCEDURES/PROVISIONS:

- On the morning of the field trip, attendance needs to be submitted to the Main Office just prior to leaving the building. Additionally, teachers must bring all of the student field trip forms with them on the trip. After the trip concludes, teachers must submit all student field trip forms to the Main Office for record keeping.
- Field trips will not be approved if they are scheduled to occur during standardized testing days (including MCAS and PSAT days) or during an exam week (last week of each marking term).
- Exceptions to the General Procedures/Provisions will have to be approved by the Principal

6. ADDITIONAL PROCEDURES/PROVISIONS for 2022-2023 FIELD TRIPS

- **For all field trips:**
 - CPS may review and adjust field trip plans as needed, in response to evolving COVID conditions, including the time and location of the field trip.
 - Follow existing expectations to **coordinate with both principals and nurses** at least two weeks in advance.
 - **CPS will offer existing CPS masks** to participating students, staff, and chaperones.
 - **Non-employee adult chaperones** must provide proof that they are “up-to-date” on their vaccinations, [as defined by the CDC](#). Individuals 18 and older are considered fully vaccinated and up-to-date if they have received “all recommended doses in their primary series COVID-19 vaccine, and a booster dose when eligible.”
- **Transportation:**
 - **Walking** field trips to indoor or outdoor destinations are permitted
 - **Transportation via CPS school buses** is permitted and *masks are optional*
 - **Transportation via contracted bus company** is permitted and *masks are required if company requires*
- **Public transportation** is *permitted and masks are required*, aligned with public transportation requirements
- **Indoor field trips:** Prioritize less crowded indoor spaces and those that support educational goals
- **Overnight field trips (domestic and international):** As part of the existing approval process, CPS will review requests on a case-by-case level with CPHD, taking into account: 1) Community risk level, per the CDC, 2) the activities involved (e.g. indoor, outdoor), and 3) means of travel.



Student Name	Learning Community	CM Room	Grade

Teacher	Teacher's LC	Date of Trip	Silver or Black Day	Time of Trip From-To	Means of Transportation

Description of Trip

Field Trip Teacher's Signature	Dean of Curriculum/Program Director/Coordinator's Signature	Principal's Signature

Students- You must have this form signed by all teachers and your parent/ guardian/caregiver at least FIVE (5) School Days before the day of your trip

Period/Block	Yes	No	Teacher Signature

Teachers: Please indicate whether or not you agree with the student's participation in this field trip (can this student afford to miss your class?)

NOTE- If your class is an alternating silver/ black day class, please make sure that this field trip meets on the day your class meets.

**SY 22-23 Field Trip Form****Parent/ Guardian Section****FIELD TRIP PARENT/GUARDIAN PERMISSION SLIP**

I, the parent/guardian/caregiver of _____, hereby give permission for my child to attend the field trip to _____ on _____ from _____ until _____. I acknowledge and agree that my child may assume the risks associated with participation in this field trip. I understand that my child will be obliged to abide by the school based rules and the codes of conduct in the Cambridge Public Schools *Rights and Responsibilities Handbook* while on this field trip.

I also understand that the Cambridge Public Schools reserves the right to cancel the approval for this field trip if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip in the interest of the safety of the students and staff of the Cambridge Public Schools, and that the Cambridge Public Schools will be not responsible for any financial obligations incurred as a result of the planning of the field trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip.

By entering into this Parent/Guardian Permission Slip and granting the permission as stated herein, I am releasing the City of Cambridge, the Cambridge Public Schools, the School and their respective officers, directors, agents, members, and employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out or related to my child's participation in this field trip. I have read this Permission Slip and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Parent/Guardian/Caregiver signature

Name of Student

Parent/Guardian/Caregiver Printed Name

Relationship to Student

Date _____

Home Telephone Number _____

Address _____

Work Telephone Number _____

Mobile Telephone Number _____

PARENT/GUARDIAN/CAREGIVER WAIVER TO LEAVE OR RETURN FROM FIELD TRIP

I hereby give permission for my child to leave or return from the field trip unaccompanied and without a chaperone. By granting the permission as stated herein, I am releasing the City of Cambridge, the Cambridge Public Schools and the School and their respective officers, directors, agents, employees, members and/or chaperones, from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out or related to my child leaving or returning from this field trip unaccompanied and without a chaperone. I have read this Parent/Guardian/Caregiver Waiver to Leave or Return from Field Trip and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Parent/Guardian/Caregiver Signature

Student Signature

Date