



FIELD TRIP FORM TEACHER & STAFF SECTION

Please obtain the signature of your Dean of Curriculum or Coordinator, and then submit the original form to the Main Office for the Principal's approval. If the form is approved and signed, please submit a copy to your Dean of Curriculum or Coordinator. **Staff Field Trip Forms returned by students will not be accepted by the Main Office.**

NOTE: Field trips are not permitted during designated CRLS exam dates including midterms, finals, MCAS, and PSATs.

On the morning of the field trip, attendance needs to be submitted to the Main Office and Learning Community clerks 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 the student field trip forms to the Main Office for record keeping.

Field Trip Type <i>(Please check all that apply.)</i>			
<input type="checkbox"/> School Year	<input type="checkbox"/> Summer	<input type="checkbox"/> One-Time	<input type="checkbox"/> Recurring

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

Trip Date	Time (From-To)	Cost Per Student	Cost to District	# of Students
Means of Transportation <i>(school provided bus, MBTA, walking)</i>				
<i>Please note, a school provided bus requires approval from the Principal or Assistant Principal prior to submitting this form.</i>				

Name of Adult Chaperones/Teachers	Position

Chaperone must have a current CORI form on record with CPSD.

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Description & Educational Relevance of the Field Trip	
Follow-Up Activities	
Dean of Curriculum or Coordinator Signature	Principal's Signature

CRLS FIELD TRIP FORM PROCEDURES/EXPECTATIONS

- I. The Field Trip Permission Form must be filed first with their Dean of Curriculum/Coordinator at least ten (10) school days prior to the day of the trip.
 - o Students attending the field trip must have their form completed FIVE (5) SCHOOL DAYS prior to the day of the field trip.
 - o Students must secure signatures from all of their teachers.
 - o If a teacher decides not to approve the participation of a student on the field trip, that student cannot attend the field trip.
 - o In the above three (3) cases, the student may appeal to their Dean of Students, who will render the final decision.
- II. 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.
- III. 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.
- IV. Staff on Assignment (SOA) forms 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.
- V. Additional Procedures/Provisions:
 - o On the morning of the field trip, attendance needs to be submitted to the Main Office 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.
 - o 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).
 - o Exceptions to these Procedures/Expectations will have to be approved by the Principal.



FIELD TRIP FORM STUDENT SECTION

Student Name	Learning Community	Year of Graduation

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 or Coordinator Signature	Principal's Signature

STUDENTS: You must have this form signed by all teachers and your parent/caregiver at least FIVE (5) school days before the day of your trip.

Period/Block	Yes	No	Teacher Signature
1			
2			
3			
4			

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.



FIELD TRIP FORM PARENT/CAREGIVER SECTION

FIELD TRIP PARENT/CAREGIVER PERMISSION SLIP

I, the parent/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 & 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 students and staff of the Cambridge Public Schools, and that the Cambridge Public Schools will not be 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/Caregiver Permission Slip and granting the permissions as stated herein, I am releasing the City of Cambridge, 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 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/Caregiver Signature	
Parent/Caregiver Printed Name	
Name of Student	
Relationship to Student	
Date	
Address	
Parent/Caregiver Phone Number	

PARENT/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, 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 related to my child leaving or returning from this field trip unaccompanied and without a chaperone. I have read this Parent/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/CAREGIVER SIGNATURE	STUDENT SIGNATURE	DATE
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