



# 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/emailed 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. Additionally, teachers must bring all of the student field trip forms with them on the trip.

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

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

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

- 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.
  - If the field trip has a cost, a teacher needs to complete the fundraising form prior to the trips approval by the Main Office.
  - 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 signatures from all of their 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 their Dean of Students, who will render the final decision.
- 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.
- 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.
- Staff on Assignment (SOA) forms are not permitted for field trip coverage and should not be reported on Red Rover.. 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.
- Additional Procedures/Provisions:
  - On the morning of the field trip, attendance needs to be submitted/emailed to the Main Office prior to leaving the building. Student names should be grouped by LCs. Additionally, teachers must bring all of the student field trip forms with them on the trip.
  - Teachers should notify School Nurses if a student requires medicine on the trip. They are responsible for supporting 504 and IEP health restrictions.
  - 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 these Procedures/Expectations will have to be approved by the Principal.