

GUIDELINES FOR FIELD TRIPS

These guidelines apply to all field trips that are taken by students.

I. General Guidelines

1. Whenever possible, the integrity of the school day should not be compromised. Field trips should pose a minimum disruption to other classes, and the scheduling of any field trip should take into consideration exam schedules.
2. The school-sponsored field trip must be educationally-based and connected to the curriculum, and provide an opportunity for reflection and assessment upon completion.
3. Individuals planning overnight or out-of-country school-sponsored field trips are discouraged from using school time and are encouraged to plan such field trips during school vacation weeks or weekends unless special justification is provided evidencing sound educational and curriculum relevance for using school time.
4. School-sponsored field trips are a privilege, not a right.
5. Students who choose to participate in a school-sponsored trip must identify and make up any schoolwork that may be missed as a result of participation in the field trip.
6. Student safety and supervision are of the utmost concern on any school-sponsored field trip.
 - a. Special attention should be paid to any activities that include swimming, boating, fishing or any other experience that will require students to be in or near a body of water. A thorough review of the principles of water safety should be completed prior to the start of the trip.
 - b. Special attention should be paid to any other activities that will require students to be near or engage in new activities or physical activities. A thorough review of the applicable safety principles should be completed prior to the start of the trip.
 - c. Students are prohibited from operating or being a passenger on any motor vehicle or motorbike during a field trip or school-sponsored trip.

- d. Students must carry identification with them at all times. With respect to out-of-country travel, students must carry their passports at all times for identification.
 - e. Students are subject to the authority of the teacher-chaperone(s) at all times and must comply with rules and codes of conduct in the Cambridge Public Schools Rights and Responsibilities, any school-based rules and any rules of conduct promulgated by the organizers and chaperones of the field trip.
 - f. Students are expected to take part in all planned group activities unless excused by the teacher-chaperone(s). Additionally, all students must leave and return with the group on all field trips or school-sponsored trips unless the student is leaving or returning with his/her own parent/guardian or the student's parent/guardian has signed a written waiver granting permission for the student to leave or return from the field trip or school-sponsored trip by himself/herself.
 - g. If a student is involved in any criminal activity while on a trip, whether as a victim or as an alleged perpetrator, the student's parents/guardians will be notified immediately by the principal or designee.
 - h. If a student requires medical attention while on a trip, the student's parents/guardians will be notified immediately.
 - i. If a student is to be sent home early due to unacceptable conduct, the parent/guardian of the student must be notified prior to the student being sent home. The Cambridge Public School Department and the Cambridge School Committee are not responsible for any expense incurred as a result of a teacher-chaperone(s)' decision to send a student home earlier than the scheduled return date or time due to the student's unacceptable behavior.
- 7. Principals are responsible for ensuring that appropriate support staff are available so that children with disabilities are not excluded from participation in any field trips.
 - 8. All field trips should be reviewed periodically by principals to assess whether the field trip is effective and continues to offer a substantive benefit to participants.
 - 9. All field trips must be approved prior to the distribution of any informational materials on the proposed field trip or school-sponsored trip

to parents/guardians and students and prior to any fundraising or other preparations occurring. The process for obtaining approval for a field trip or school-sponsored trip is set forth below.

10. For all field trips requiring transportation, transportation must be provided by a common carrier that is licensed to do business in the Commonwealth of Massachusetts, or in an approved Cambridge Public Schools licensed vehicle or by public transportation, such as the MBTA, bus, train or other form public transportation. All charter services for field trips must be provided by a common carrier that is licensed by the Commonwealth of Massachusetts to provide charter services. All transportation providers also must be licensed for passenger transport by the Federal Motor Carrier Safety Administration. Transportation providers that have a Federal Motor Carrier Safety Administration rating of “conditional” or “unsatisfactory” cannot be used. All vendors that provide transportation for field trips must provide evidence that their driver(s) are licensed in the Commonwealth of Massachusetts to drive the vehicles being used to provide the transportation for the field trips and/or the charter services for the field trips. All transportation vendors also must maintain liability insurance with a minimum of \$500,000 (five hundred thousand dollars) per occurrence for bodily injury. Nothing in these guidelines should be construed to prohibit field trips where students travel by means of walking.
11. Use of privately owned vehicles or leased vans to transport students to and from field trips and athletic events are strictly prohibited, except in the case of a bona fide emergency. Determination of the existence of a bona fide emergency will be made by the Principal and/or Trip Leader if the Principal is not present. Staff and parents who use their own vehicles in case of a bona fide emergency risk being legally liable for any injury a student sustains while in the vehicle.
12. All chaperones must have successfully completed a Criminal Offender Record Information (CORI) check before being permitted to serve as a chaperone on any field trip or school sponsored trip if there is any potential that the chaperone will have direct and unmonitored contact with any students without a CORI cleared employee of the school always being present. For more information on what constitutes a successfully completed Criminal Offender Record Information (CORI) check, please consult the Cambridge Public Schools Criminal Offender Record Information Guidelines and Procedures.
13. Overnight accommodations should be made in advance with safety and security in mind and, whenever possible, travel between the hours of midnight and 6:00 a.m., should be avoided. Trip itineraries should leave enough room for drivers to rest in conformity with federal hours-of-

service requirements and common sense, and should take into account the likelihood of delays due to weather, traffic and unanticipated factors.

14. Upon completion of the field trip or school-sponsored trip, a written report must be prepared by the Trip Leader and submitted to the Principal and to the Office of the Chief Operating Officer. The report must assess the educational benefit of the trip and detail any injuries, discipline problems or other incidents that occurred while on the field trip or school-sponsored trip.

II. Planning

1. The field trip and/or school-sponsored trip will be coordinated by the Trip Leader, a duly-appointed experienced Cambridge Public Schools' teacher. The Trip Leader may select, as needed, additional qualified adult chaperones to accompany the Trip Leader on the field trip and/or school-sponsored trip. All individuals who wish to serve as chaperones must have completed and successfully passed a Criminal Offender Record Information (CORI) check prior to being able to serve as a chaperone on any field trip or school-sponsored trip if there is any potential that the chaperone will have direct and unmonitored contact with any students without a CORI cleared employee of the school always being present.
2. All schools should distribute CORI check application forms to parents/guardians at the start of the school year, so such forms can be submitted and CORI checks completed for any field trips and/or school-sponsored trips that may arise during the course of any school year.
3. Schools may organize overnight/ out-of-country field trips under the auspices of an organization (e.g., National Association of Secondary School Principals) that will coordinate necessary insurance and procedures to maximize the safety and security for students and chaperones while on the field trip and/or school-sponsored trip.
4. All activities on the field trip and/or school-sponsored trip must be planned and scheduled for specific dates and times. A complete itinerary for the field trip and/or school-sponsored field trip and a breakdown of all costs and expenses connected with the proposed trip must be submitted as part of the package to the Principal of the school when the request for approval of a proposed field trip and/or school-sponsored trip is made.
5. There must be a minimum of ten (10) students who will be participating in the field trip or school-sponsored trip in order for the field trip to occur. If there are less than ten (10) students in an entire class, the majority of students in the class must be participating in the field trip or school-sponsored trip in order for the field trip to occur. There also must be, at a

minimum, one chaperone for every ten (10) students participating in the field trip or school-sponsored trip. Additionally, in the case of overnight/out-of-country field trips or school-sponsored trips, chaperones should be representative of the group and include males and females. There must, at a minimum, be one chaperone paralleling each gender of the students participating in the overnight/out-of-country field trips or school-sponsored trips. These are minimal requirements, the Superintendent of Schools and/or his/her designee, Principal, Coordinator, Director and/or Office of the Chief Operating Officer may determine that more chaperones are needed.

6. If substantially all members of a class are participating in the field trip or school sponsored trip, appropriate substitute activities must be provided for those students who are not participating.
7. Each club, team or group is responsible for raising all of the money necessary to fund a trip that is being proposed for a group of students. Group fundraising activities are preferred and the amount of time devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after school activities and jobs. No financial support will be available from the Cambridge Public School Department or the Cambridge School Committee for any field trips or school-sponsored trips. No student should be denied the privilege of participating in a field trip or school-sponsored trip because of financial inability to pay the fee.
8. The Trip Leader will maintain a list of all chaperones that are on a field trip and/or school-sponsored trip. The list must include the following information: (a) name, (b) address, (c) telephone number, (d) designation as to whether employee of Cambridge Public Schools or parent/guardian of student who is participating in the field trip and/or school-sponsored trip.
9. Chaperones will only be allowed to bring minor family members on the field trip or school-sponsored trip at the discretion of the principal. Every chaperone will be expected to maintain a "trip log" detailing all significant activities, incidents, events, etc. if requested by the principal. Additionally, every chaperone will be given access to a list of the names of all students participating in the field trips, the names of the parents/guardians of each student participating in the field trip and the home addresses and contact telephone numbers for the parents/guardians of each student participating in the field trip.
10. The Trip Leader also must leave copies of the chaperone list and student lists at the main office of the school.

11. With respect to any field trips or school-sponsored trips involving overnight stays, chaperones will be assigned to accommodations on every floor that is occupied by students. Chaperones, however, will not be allowed to stay in the same hotel or motel room or private accommodation as a student. If the form of accommodation is a form of group dormitory, this prohibition will not apply.

III. Approval Process

All field trips and school-sponsored trips must be approved in advance by the principal and curriculum administrator, if applicable, according to the following process:

1. Staff member submits proposal for field trip or school-sponsored trip to Principal of school. The proposal must include the following:
 - a. Dates of proposed trip
 - b. Destination(s)
 - c. Detailed itinerary for proposed trip
 - d. Educational rationale for proposed trip
 - e. Estimated number of students that will be participating in trip
 - f. Estimated number of chaperones that will be on trip
 - g. Projected costs and expenses for proposed trip
 - h. Additional supporting documentation related to proposed trip

A complete copy of the Field Trip Approval Form (see copy of attached form) also must be submitted with the proposal.

2. The Principal reviews the proposal.
 - a. If the destination of the trip is within the Commonwealth of Massachusetts and/or requires no overnight travel. The Principal may authorize the field trip or school-sponsored trip. The Principal, however, must forward a copy of the proposal along with his/her written approval to the Superintendent or his/her designee.
 - b. If the destination of the trip is out-of-country and/or requires overnight travel, and the Principal approves the proposal, a copy of the proposal along with the Principal's written recommendation will be submitted to the Superintendent or his/her designee.
3. The Superintendent or his/her designee will notify the Principal as to whether final approval for the field trip or school-sponsored trip has been granted. The Principal, in turn, will notify the staff member as to whether approval has been granted.

It should be noted that approval of all field trips and school-sponsored trips is conditional. Approval for any field trip or school-sponsored trip may be revoked 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. 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.

4. It should be noted that for any overnight field trip or school-sponsored trip, the request must be submitted and approved at least one (1) months prior to the proposed start of the trip. It also should be noted that for any out-of-country trip, the request must be submitted and approved at a minimum two (2) months prior to the proposed start of the trip.
5. Upon approval of a proposed overnight/ out-of-country field trip or school-sponsored trip, there must be a meeting of all students, parents/guardians and chaperones. At the meeting parents/guardians must be informed of the rules of the trip as well as other pertinent information, including without limitation that the approval of all field trips and school-sponsored trips is conditional, and that the approval for any field trip or school-sponsored trip may be revoked 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. Students, parents/guardians and chaperones also must be informed 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.

IV. Student Participation

1. Participation in a field trip or a school-sponsored trip is a privilege, not a right. A student may not be allowed to participate in a school-sponsored trip or field trip if he or she is serving a suspension, expulsion or other form of exclusion from school due to violations of the *Cambridge Public Schools Rights and Responsibilities Handbook* and/or school-based rules at the time of the field trip or school-sponsored trip or if there has been a breach of the terms of any agreement, student compact or contract between the student and the school. Additionally, a student's behavioral performance may be taken into account in order to ensure the health, safety and welfare of other students participating in the field trip or school-sponsored trip unless, as determined by the principal the field trip or school-sponsored trip is an integral

part of the curriculum for that particular grade level. This exception should be not construed as prohibiting the principal from imposing behavioral expectations or restrictions in connection with the student's participation on a field trip or school-sponsored trip (e.g., student's parent/guardian must serve as a chaperone or student must stay with a specific chaperone or group of students during the field trip or school-sponsored trip).

2. While on a field trip or school-sponsored trip all school-based rules and all rules set forth in the *Cambridge Public Schools Rights and Responsibilities Handbook* apply.
3. No student should be permitted to participate in a field trip or school-sponsored trip unless the following signed documentation has been received:
 - a. Parent Permission Slip
 - b. Parent Medical Information Form
 - c. Informed Consent and Release to Participate in Water Activities (if applicable)

If a student appears on the day of an in-state/day field trip without the required signed documentation the Principal may contact the student's parent/guardian to request the following in order of descending priority: (i) that the signed permission slip be faxed to the school prior to the departure of the field trip; (ii) that written permission be emailed to the school prior to the departure of the field trip or (iii) the parent/guardian grant verbal permission for the student to participate in the field trip. If verbal permission is to be sought, the Principal must secure such verbal permission during a conference call where one other member of the school staff is present to witness the telephone conference. If verbal permission is secured the Principal must document the date and time of the telephone conference, who granted the permission for the student to participate in the field trip on the student's permission form and the notation must be acknowledged by both the Principal and the witness as to accuracy. Verbal permission is not acceptable for overnight/out-of-country field trips.

4. No individuals should be permitted to serve as chaperones on a field trip or school-sponsored trip unless he/she has successfully completed a CORI check. All forms requesting chaperones should include the following statement:

It should be noted that approval of all field trips and school-sponsored trips is conditional. Approval for any field trip or school-sponsored trip may be revoked 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. 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.

5. Students and their parent/guardians will be held responsible for any damage done to hotels, rental properties, real property or personal property by the student during a field trip or school-sponsored trip. Parents/guardians must agree to pay for any damages that may be done by their son/daughter and/or aid school officials in collecting money necessary to do so.
6. If a student will need to be administered prescription medication or epinephrine during a field trip, then the Principal shall ensure, in accordance with the Cambridge Public Schools Policy and Procedures for the Administration of Prescription Medication and Management of Life Threatening Food Allergies in the School Setting, that either the student's parent/guardian is serving as a chaperone on the field trip or that school personnel that have been trained in the administration of prescription medication or epinephrine are serving as chaperones on the field trip, that a school nurse is on duty or available by telephone for consultation when such medications are being administered and the Medical Information form in Connection with Field Trip has been signed by the student's parent/guardian.

**CAMBRIDGE PUBLIC SCHOOLS
FIELD TRIP/SCHOOL-SPONSORED TRIP CHECKLIST**

	<u>Date Completed</u>
Planning of Field Trip (including financial planning for trip and identification of appropriately licensed transportation providers)	_____
Proposal Submitted to Principal	_____
Response by Principal	_____
Proposal Submitted to Superintendent or Designee	_____
Response by Superintendent or Designee	_____
Initial letter to Parents/Guardians	_____
Solicitation of Participants and Chaperones	_____
CORI Check of Chaperones	_____
Parent Orientation Meeting (for overnight/ out-of-state/out-of-country field trips)	_____
Information Packet to Parents (including itinerary, expenses, list of chaperones, rules and regulations, and required forms)	_____
Orientation Meeting for Chaperones	_____
Information Packet to Chaperones (including itinerary, expenses, list of chaperones, rules and regulations, and required forms)	_____
Signed forms back from parents/guardians and from chaperones	_____
Information Packet to Principal (includes all information in the information packet to parents plus Student List Form and Chaperone Forms) <i>Must be turned in prior to departure of field trip.</i>	_____
Written Report on Outcome of Field Trip Given to Principal and Office of the Chief Operating Officer	_____

To Be Translated into the Student's Home Language
OVERNIGHT/OUT-OF-COUNTRY PARENT PERMISSION SLIP

I, the parent/guardian of _____, hereby give permission for my son/daughter, _____, to attend the field trip to _____ from _____ until _____.

I acknowledge and agree that my son/daughter may assume the risk associated with participation in this field trip and the various activities that will be conducted as part of this field trip. Further, I understand that my son/daughter 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 as well as any rules of conduct promulgated by the organizers and chaperones of the field trip. I also understand that the Cambridge Public Schools will not be responsible for any expenses incurred if my son/daughter is sent home earlier than the scheduled return date due to his/her unacceptable behavior, including without limitation the use of drugs, alcohol, failure 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 as well as any rules of conduct promulgated by the organizers and chaperones of the field trip and/or any other behavior that compromises the health, safety or well-being of the individuals participating in the field trip.

In the event of illness or injury to my son/daughter while on this field trip, I expressly consent to the administration of the Cambridge Public Schools and their authorized agents seeking, obtaining and authorizing the administration of medical treatment for my son/daughter, and, if necessary, transporting my son/daughter to a medical facility for treatment. I understand and acknowledge that I will bear the sole cost and expense for any medical treatment that my son/daughter may receive. Further, I expressly authorize, the Cambridge Public Schools and their authorized agents to act on my behalf as parent of my son/daughter while participating in this field trip. Additionally, prior to my son/daughter's participation in this field trip, I agree to inform my son/daughter's teacher if there is anything in particular that the School should be aware of while my child is on this field trip (i.e., if my child is on any type of medication).

I acknowledge and agree that I and my son/daughter will be held responsible for any damage my son/daughter causes to any personal or real property during this field trip. I further agree to promptly pay the Cambridge Public Schools any and all such costs and/or to aid the Cambridge Public Schools in collecting the necessary money to pay for such damages.

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 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 Permission Slip and 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 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

To be translated into student's home language
**CAMBRIDGE PUBLIC SCHOOLS
MEDICAL INFORMATION FORM
IN CONNECTION WITH FIELD TRIP**

_____, my son/daughter has the following medical
(Student Name)

problem(s) of which the Trip Leader should be aware (e.g., asthma, medication must be taken twice daily):

The following are the medications or foods or other items to which my son/daughter is allergic:

Insurance Company: _____ Policy Number: _____

Company holder is employed by: _____

My son/daughter needs to take the following medications or epinephrine in the manner specified below:

I agree to work with the school nurse prior to the field trip to establish a medication administration plan for my son/daughter. I also expressly consent to the school personnel who will be on the field trip and who have been trained in the administration of medications and epinephrine to administer the required medication to my son/daughter. In the event of illness or injury to my son/daughter while on this field trip, I expressly consent to the administration of the Cambridge Public Schools and their authorized agents seeking, obtaining and authorizing the administration of medical treatment for my son/daughter, and, if necessary, transporting my son/daughter to a medical facility for treatment. I understand and acknowledge that I will bear the sole cost and expense for any medical treatment that my son/daughter may receive. Further, I expressly authorize, the Cambridge Public Schools and their authorized agents to act on my behalf as parent of my son/daughter while participating in this field trip. I have read this Medical Information Form in Connection with Field Trips and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Signature of Parent/Guardian

Date

