

## Cambridge Public Schools

### Administrative Guidelines and Procedures

#### FIELD TRIPS

In accordance with the Cambridge School Committee Field Trip Policy, the Cambridge Public Schools (“CPS”) recognizes that first-hand experiences provided by field trips and school-sponsored trips are a most effective and worthwhile means of learning. Accordingly, CPS encourages the organization and implementation of field trips and school-sponsored trips that are of significant educational value and that relate appropriately to the total school program and curriculum and are consistent with the School Committee’s goal that all students be able to participate in and have equal access to field trips and school-sponsored trips.

The following guidelines and procedures address the process for screening, evaluating, and approving field trips and school-sponsored trips, in order to ensure that all reasonable steps are taken for the safety of the participants.

#### I. General Guidelines

1. Whenever possible, the integrity of the school day should not be compromised. Field trips and school-sponsored trips should pose a minimum disruption to other classes, and the scheduling of any such trip should take into consideration examination schedules.
2. The trip must be educationally-based and connected to the curriculum, and there must be an opportunity for reflection and assessment upon completion.
3. Individuals planning overnight or out-of-country trips are discouraged from using school time and encouraged to plan such trips during weekends or school vacation weeks, unless special justification is provided evidencing sound educational and curriculum relevance for using school time.
4. School staff should work with students who choose to participate in a field trip or school-sponsored trip to identify any schoolwork that may be missed and may need to be made up as a result of participation in the trip. In identifying school work that may need to be made up, school staff must take into account any accommodations or modifications that are set forth in a student’s individualized education program or Section 504 plan.
5. Student safety and supervision are of the utmost concern on any field trip or school-sponsored 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 activities that will require students to be near or engage in new and/or physical situations that may present a danger to

the students. A thorough review of safety principles applicable to any such new and/or physical activities should be completed prior to the start of the trip.

- c. Students are prohibited from operating or being a passenger on any motor vehicle, motorcycle, motorbike, scooter, all-terrain vehicle, or other similar motorized form of transportation during the trip unless explicitly authorized to do so.
- d. Students must carry identification with them at all times during the trip. During 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 all rules and codes of conduct in the *Rights and Responsibilities Handbook*, all school-based rules, and any rules of conduct promulgated by the organizers and chaperones of the trip. All rules and codes of conduct established for student eligibility to participate in a field trip must be provided in writing to the students and their parent/guardian/caregiver at the time that the field trip is initially announced.
- f. Students are expected to take part in all planned group activities unless excused by the teacher-chaperone(s). All students must depart and return with the group on the trip, unless the student will be departing or returning with his/her parent/guardian/caregiver.
- g. If a student is involved in any criminal activity while on the trip, whether as a victim or as an alleged perpetrator, the student's parent/guardian/caregivers/guardians will be notified immediately by the principal, head of upper school or designee. If a student requires medical attention while on the trip, the student's parent/guardian/caregiver will be notified immediately by the principal, head of upper school or designee.
- h. If a CPS teacher or administrator decides that a student shall be sent home from the trip prior to the scheduled return date or time due to the student's unacceptable conduct, the student's parent/guardian/caregiver must be notified before the student may be sent home. CPS is not responsible for any expense incurred as a result of the student's early return. A student who is being sent home prior to the scheduled date or time of return must be accompanied on the return trip by either his/her parent/guardian/caregiver or by a CPS teacher or administrator. If a CPS teacher or administrator is to accompany the student on the return trip home, this cannot result in a reduction of the required number of CPS staff chaperones per students as set forth in Section V below for the students who are continuing on the field trip.

7. The law requires that students with disabilities be provided with an equal opportunity to participate in nonacademic and extracurricular activities, such as field trips. Principals and heads of upper schools are responsible for ensuring that appropriate accommodations and support staff or supplementary supports and aids are available so that children with disabilities are not excluded from participation in any field trip or school-sponsored trip.
8. Any field trip or school-sponsored trip should be reviewed periodically by the principal or head of upper school to assess whether the trip is educationally effective and continues to offer a substantive benefit to participants.
9. All field trips and school-sponsored trips must be approved *prior to* the distribution of any informational materials on the proposed trip to students and their parent/guardian/caregiver and *prior to* any fundraising or other preparations. The process for obtaining approval for a trip is set forth in Section III.

## **II. Planning Process**

1. Any field trip and/or school-sponsored trip will be coordinated by the Trip Leader, a duly-appointed and experienced CPS teacher.
2. A school may organize an overnight and/or out-of-country trip under the auspices of an organization, such as the National Association of Secondary School Principals, that will coordinate the necessary insurance and procedures to maximize the safety and security of students and chaperones during the trip. Additionally, in order to ensure the safety and security of students, no overnight and/or out-of-country trips that utilize staying in the homes of "host families" will be approved unless organized under the auspices of an organization that conducts criminal and background checks on all host families who may have direct and unmonitored contact with students, or there is a CORI-equivalent process in place for conducting criminal and background checks on all host families who may have direct and unmonitored conduct with students.
3. All activities on the trip must be planned and scheduled for specific dates and times. A complete itinerary for the proposed trip and a breakdown of all associated costs and expenses must be submitted as a package to the principal of the school or head of upper school when requesting approval for the trip.
4. There must be, at a minimum, ten (10) students who will participate in the trip in order for the trip to occur. If a class consists of ten (10) students or fewer than ten (10) students, the majority of students in the class must participate in the trip in order for the trip to occur.
5. If not all members of a class are participating in the trip, appropriate substitute activities must be provided for those students who are not participating.

6. Prior to any field trip or school-sponsored trip, the Trip Leader must prepare a list that includes:
  - the names of students participating in the trip;
  - the names and telephone numbers of the students' parent/guardian/caregiver; and
  - the names, addresses, telephone numbers, and designations (i.e. whether they are CPS employees or parent/guardian/caregiver of the trip's chaperones.

Copies of this list must be distributed to all participating chaperones and to the main office of the school.

### III. Approval Process

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

1. An employee must submit a proposal for the field trip or school-sponsored trip to the principal of the school or head of upper school. The proposal must include the following:
  - the date(s) of proposed trip;
  - the destination(s) of the proposed trip;
  - a detailed itinerary for the proposed trip;
  - the educational rationale for the proposed trip;
  - the estimated number of students who would be participating in the proposed trip;
  - All rules and codes of conduct established for student eligibility to participate in the proposed trip
  - the estimated number of chaperones for the proposed trip;
  - the projected costs and expenses for the proposed trip; and
  - additional supporting documentation related to the proposed trip, including a complete copy of the Field Trip Approval Form.
2. For any *overnight domestic* field trip or school-sponsored trip, the request must be submitted and approved at least one (1) month prior to the proposed start of the trip. For any *out-of-country* trip, the request must be submitted and approved at least two (2) months prior to the proposed start of the trip. The principal or head of upper school reviews the proposal:
  - a. If the destination of the trip is *within the Commonwealth of Massachusetts and requires no overnight travel*, the principal or head of upper school may authorize the trip themselves. However, the principal or head of upper school must forward a copy of the proposal along with their written approval to the Superintendent of Schools or designee.
  - b. If the destination of the trip is *out-of-state and/or requires overnight travel* and the principal or head of upper school approves the proposal, a copy of the proposal

along with the principal's or head of upper school's written recommendation, must be submitted to the Superintendent of Schools or designee for approval.

3. The Superintendent or designee will notify the principal or head of upper school as to whether final approval for the trip has been granted. The principal or head of upper school, in turn, will notify the employee who proposed the trip as to whether approval has been granted.

Approval of all field trips and school-sponsored trips shall be conditional. Approval for any such trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of the trip in the interest of the safety of CPS students and/or employees. CPS is not responsible for any financial obligations incurred as a result of planning the trip or for any monies that are non-refundable or otherwise lost due to its subsequent cancellation.

4. Upon approval of a proposed overnight and/or out-of-country field trip or school-sponsored trip, there must be a meeting of all participating students, their parent/guardian/caregiver, and chaperones, at which the parties are informed of the rules of the trip, including all rules and codes of conduct established for student eligibility to participate in the proposed trip and other pertinent information, including without limitation that the approval of all field trips or school-sponsored trips is conditional and may be revoked, and that CPS is not responsible for any financial obligations incurred as a result of planning any such trip or for any monies that are non-refundable or otherwise lost due to its subsequent cancellation.

#### **IV. Student Participation**

All rules and codes of conduct established for student eligibility to participate in the proposed trip must be distributed to parent/guardian/caregiver and students at the time that a field trip is initially announced.

Either at the time that the field trip is initially announced and not later than at least six weeks prior to any planned field trip, appropriate school staff should review all student files to determine if any accommodations or modifications are required in order for the student to participate in the planned field trip. If necessary, a team meeting should be convened either at or near the time that the field trip is initially announced and not later than at least six weeks prior to the planned field trip to review and discuss any accommodations or modifications that are required in order for the student to participate in and access the planned field trip.

No student shall be denied participation in a field trip or school-sponsored trip as a consequence or form of punishment for previous behavior for which they already has been disciplined. A student may only be excluded from a field trip or school-sponsored trip if the date or dates of his/her suspension or expulsion from school for a violation of school-based rules or the codes of conduct set forth in the *Rights and Responsibilities Handbook* coincides with the scheduled date or dates of the field trip or school-sponsored trip, or if, in the judgment of the principal or head of upper school, a student's previous or current behavior poses a substantial risk to the health, safety and welfare of the student, other students and/or staff participating in

the field trip and/or school-sponsored trip. Factors that a principal or head of upper school may consider in making such a judgment include, but are not limited to, whether the student has breached a written agreement, student compact, or contract between the student and the school regarding his/her behavior that has been developed to ensure the health, safety and welfare of the student and his/her classmates and/or school staff while participating in the field trip and/or school-sponsored trip, and whether the appropriate due process procedures have been followed with respect to the determination of this violation and the decision to deny participation in the field trip.

If a student is denied permission to participate in a field trip or school-sponsored trip, this denial must automatically be reviewed by the school principal/head of upper school and, if the student has an individualized education program or Section 504 plan, also by the Assistant Superintendent for Student Services. After completion of such review, if the student is still denied permission to participate in the field trip or school-sponsored trip, the parent/guardian/caregiver may immediately appeal such decision in accordance with the provisions of section 23 of the *Rights and Responsibilities Handbook* by filing a written complaint with the Superintendent or his/her designee. Any such appeal shall be heard promptly.

Principals/heads of upper schools will provide an annual report to the Superintendent or designee of the number of students excluded from field trips and/or school-sponsored trips during the course of a school year and the reasons for each such exclusion.

These provisions should not be construed as prohibiting the principal or head of upper school from imposing behavioral expectations or restrictions in connection with the student's participation on the trip, such as requiring the student's parent/guardian/caregiver to serve as a chaperone or requiring the student to stay with a specific chaperone or group of students during the trip.

While on a field trip or school-sponsored trip all school-based rules and all rules set forth in the *Rights and Responsibilities Handbook* apply.

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/guardian/caregiver Permission Slip;
- a Parent/guardian/caregiver Medical Information Form; and
- an Informed Consent and Release to Participate in Water Activities, if applicable.

All of these forms must be maintained for either seven (7) years after the date on which the field trip is completed or seven (7) years after the student transfers, graduates or withdraws from the school district, whichever is later. Additionally, copies of these forms must be forwarded to the Office of the Chief Operating Officer prior to the start of the field trip.

If a student appears on the day of an *in-state, non-overnight* trip without the required signed documentation, the principal or head of upper school may contact the student's parent/guardian/caregiver to request the following, in order of descending priority:

1. that the signed documentation be faxed to the school prior to the departure of the field trip or school-sponsored trip;
2. that written permission be e-mailed to the school prior to the departure of the field trip or school-sponsored trip; or
3. that the parent/guardian/caregiver grant verbal permission for the student to participate in the field trip or school-sponsored trip.

If verbal permission is sought, the principal or head of upper school must secure such permission during a conference call where one other school employee is present to witness the conversation. If verbal permission is secured, the principal or head of upper school must document the date and time of the conference call and the identity of the parent/guardian/caregiver who granted permission for the student to participate in the trip. The notation must be acknowledged by both the principal or head of upper school and the witness as to its accuracy.

If a student appears on the day of an *out-of-country, out-of-state and/or overnight* trip without the required signed documentation, the principal or head of upper school may contact the student's parent/guardian/caregiver to request the following, in order of descending priority:

1. that the signed documentation be faxed to the school prior to the departure of the field trip or school-sponsored trip;
2. that written permission be e-mailed to the school prior to the departure of the field trip or school-sponsored trip.

Verbal permission is not acceptable for out-of-country, out-of-state and/or overnight field trips and school-sponsored trips.

Students and their parent/guardian/caregivers will be held responsible for any damage done to hotels, rental properties, or real or personal property during a field trip or school-sponsored trip. Parent/guardian/caregivers must agree to pay for any damage done by their children and/or aid school officials in collecting the money necessary to do so.

If a student needs to be administered prescription medication and/or epinephrine during a field trip or school-sponsored trip, the principal or head of upper school, in accordance with the Cambridge School Committee Policy and Procedures for the Administration of Prescription Medication and Management of Life-Threatening Food Allergies in the School Setting and the CPS Administrative Guidelines and Procedures: Emergency Management Plan, shall ensure the following:

- either that the student's parent/guardian/caregiver serves as a chaperone on the field trip, or that school personnel trained in the administration of prescription medication and/or epinephrine, as applicable, serve 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
- that the Medical Information Form in connection with the trip has been signed by the student's parent/guardian/caregiver.

## **V. Chaperones**

The Trip Leader may select, as needed, additional qualified adult chaperones to accompany them on the field trip or school-sponsored trip.

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 would have direct and unmonitored contact with any students (i.e. not in the presence of a CORI-cleared school employee). For more information on what constitutes a successfully completed CORI check, please consult the CPS Administrative Guidelines and Procedures: Criminal Offender Record Information.

All schools should distribute CORI check application forms to parent/guardian/caregiver at the start of the school year, so that the forms can be submitted and CORI checks completed as necessary for field trips and school-sponsored trips.

All forms requesting chaperones should include the following statement:

*Approval of all field trips and school-sponsored trips is conditional. Approval for any such trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of the trip in the interest of the safety of the students and/or employees of the Cambridge Public Schools ("CPS"). CPS will not be responsible for any financial obligations incurred as a result of the planning of the trip or for any monies that are non-refundable or otherwise lost due to its subsequent cancellation or due to a student's exclusion from participation and access to a field trip or school-sponsored trip as a result of the student's suspension or expulsion from school on the date or dates of the field trip or school-sponsored trip.*

There must be, at a minimum, one (1) chaperone for every ten (10) students participating in the field trip or school-sponsored trip. In the case of out-of-country and/or overnight trips, chaperones should be gender-representative of the group and must include at least one (1) chaperone of each sex of the students participating in the trip. These are minimal requirements; the Superintendent of Schools or designee, principal, head of upper school or designee, Chief Operating Officer, and/or Trip Leader may determine that more chaperones are needed.

Chaperones will not be allowed to bring minor family members on a field trip or school-sponsored trip. Each chaperone will be expected to maintain a "trip log" detailing all significant activities, incidents, and other events that occur during the trip, to be provided if the principal or head of upper school so requests.

All chaperones will be provided a list of trip participants as prepared by the Trip Leader in accordance with Section II (6) of these guidelines and procedures.



## **VI. Transportation and Accommodations**

For all field trips and school-sponsored trips requiring transportation, such transportation must be provided by a common carrier that is licensed to do so in the Commonwealth of Massachusetts and is an approved, CPS-licensed vehicle for public transportation, such as a bus or train (including those operated by the Massachusetts Bay Transportation Authority) or other such form of public transportation. All charter services for field trips and school-sponsored trips must be provided by a common carrier that is licensed by the Commonwealth of Massachusetts to provide charter services and is licensed for passenger transport by the Federal Motor Carrier Safety Administration. All vendors that provide transportation for field trips and/or school-sponsored trips must provide evidence that their drivers are licensed in the Commonwealth of Massachusetts to operate the vehicles and/or provide the charter services being used as transportation for such trips.

All transportation vendors also must maintain liability insurance with a minimum coverage of \$500,000 per occurrence for bodily injury. No transportation vendor shall be used to provide transportation and/or charter services for any field trip or school-sponsored trip if it has a rating of “conditional” or “unsatisfactory” as issued by the Federal Motor Carrier Safety Administration. Nothing in these guidelines and procedures should be construed to prohibit field trips or school-sponsored trips where students travel on foot.

Use of privately owned vehicles and/or leased vans or other vehicles to transport students and chaperones for field trips and school-sponsored trips is strictly prohibited, except in the case of a bona fide emergency. The principal or head of upper school will determine whether a bona fide emergency exists; if the principal or head of upper school is not present, the Trip Leader will make that determination. Any employees or parent/guardian/caregiver who uses their own vehicle for student and/or chaperone transportation risks being legally liable for any injury a student or chaperone sustains while in the vehicle.

Whenever possible, travel between the hours of midnight (12:00 a.m.) and 6:00 a.m. should be avoided. Trip itineraries should set aside sufficient time for drivers to rest in conformity with federal hour-of-service requirements and common sense and should take into account the likelihood of delays due to weather, traffic, and unanticipated factors.

Overnight accommodations should be made in advance with safety and security in mind. 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 room or private accommodation as a student. If the form of accommodation is a group dormitory, this prohibition shall not apply.

## **VII. Financial Obligations**

Any club, team, or group of students is responsible for raising all of the money necessary to fund a field trip or school-sponsored trip proposed by that club, team, or group. No fundraising or other preparation for such a trip should occur until the trip has been approved. No financial support will be available from CPS or the Cambridge School Committee for any overnight and/or

out-of-state travel unless an athletic team or academic team or competition has qualified for an overnight, out-of-state or out-of-country competition and in these narrow circumstances final approval of funding for such travel by an athletic team or academic team is subject to final approval by the Superintendent.

Neither CPS nor the Cambridge School Committee will be responsible for any financial obligations incurred as a result of the planning of any field trip or school-sponsored trip, or for any monies that are non-refundable or otherwise lost due to the subsequent cancellation of the trip. Neither CPS nor the Cambridge School Committee will be responsible for any expenses incurred as a result of the decision of a CPS teacher/administrator to send a participating student home prior to the scheduled return date or time due to the student's unacceptable conduct. Students and their parent/guardian/caregiver will be held responsible for any damage done to hotels, rental properties, or any other real or personal property during a field trip or school-sponsored trip. Parent/guardian/caregiver must agree to pay for any damage done by their children and/or aid school officials in collecting the money necessary to do so.

No student shall be denied the privilege of participating in a field trip or school-sponsored trip that takes place during the school day (and is not an overnight trip) because of financial inability to pay an associated fee.

### **VIII. Follow-up Report**

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

### **IX. Documenting and Sharing Field Trip or School-Sponsored Trip Activities**

Only students who have current signed media releases on file can be photographed, audiotaped, videotaped or recorded by CPS staff. For purposes of these administrative guidelines, the term "CPS staff" includes, but is not limited to, CPS employees, CPS volunteers, chaperones, interns, student teachers and CPS contracted vendors. Consult the Frequently Asked Questions Regarding Media Release Guidelines for further details.

Content regarding a student's participation in a field trip or school-sponsored trip activity shall not be posted on any CPS' Social Media Site unless there is a signed CPS' Media Release on file at the student's school for the current school year that has been signed by the parent/guardian/caregiver of the student and/or by the eligible student authorizing the display, publishing, distribution or exhibition of the student and/or their name, image, likeness, spoken words, student work, performance and movement, in any form on the CPS' Social Media Site.

***Policy references: ADDA, IJOA***

***Date issued: May 15, 2018***

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

Date Completed

Planning of Field Trip (including financial planning for trip and identification of appropriately licensed transportation providers) \_\_\_\_\_

Proposal Submitted to Principal/Head of Upper School \_\_\_\_\_

Response by Principal/Head of Upper School \_\_\_\_\_

Proposal Submitted to Superintendent or Designee \_\_\_\_\_

Response by Superintendent or Designee \_\_\_\_\_

Initial letter to Parents/Guardians/Caregivers \_\_\_\_\_

Solicitation of Participants and Chaperones \_\_\_\_\_

CORI Check of Chaperones \_\_\_\_\_

Parent/Guardian/Caregiver Orientation Meeting (for overnight/  
out-of-state/out-of-country field trips) \_\_\_\_\_

Information Packet to Parents/Guardians/Caregivers (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 /caregivers and from chaperones

\_\_\_\_\_

Information Packet to Principal/Head of Upper School (includes all information in the information packet to parents/guardians/caregivers plus Student List Form and Chaperone Forms)

*Must be turned in prior to departure of field trip.*

\_\_\_\_\_

Written Report on Outcome of Field Trip Given to Principal/Head of Upper School and Office of the Chief Operating Officer

\_\_\_\_\_

**To Be Translated into the Student's Home Language**

**OVERNIGHT/OUT-OF-COUNTRY PARENT/GUARDIAN/CAREGIVER PERMISSION SLIP**

I, the parent/guardian/caregiver of \_\_\_\_\_, hereby give permission for my child, \_\_\_\_\_, to attend the field trip to \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_.

I acknowledge and agree that my child 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 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 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 child is sent home earlier than the scheduled return date due to their 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 child 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 child, 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 child may receive. Further, I expressly authorize, the Cambridge Public Schools and their authorized agents to act on my behalf as parent of my child while participating in this field trip. Additionally, prior to my child's participation in this field trip, I agree to inform my child'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 child 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.



*To be translated into student's home language*

**CAMBRIDGE PUBLIC SCHOOLS**

**MEDICAL INFORMATION FORM IN CONNECTION WITH FIELD TRIP**

\_\_\_\_\_, my child 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 child is allergic:

\_\_\_\_\_  
\_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Company holder is employed by: \_\_\_\_\_

My child 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 child. 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 child. In the event of illness or injury to my child 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 child, and, if necessary, transporting my child 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 child may receive. Further, I expressly authorize the Cambridge Public Schools and their authorized agents to act on my behalf as parent/guardian/caregiver of my child 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/Caregiver

---

Date











**To Be Translated into the Student's Home Language**

**FIELD TRIP PARENT/GUARDIAN/CAREGIVER PERMISSION SLIP**

I, the parent/guardian/caregiver of \_\_\_\_\_, hereby give permission for my child, \_\_\_\_\_, to attend the field trip to \_\_\_\_\_ 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 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/Guardian/Caregiver 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, 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 \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Business 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 by themselves. 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 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 by themselves. 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 \_\_\_\_\_

**TO BE TRANSLATED INTO THE STUDENT'S HOME LANGUAGE**

**CAMBRIDGE PUBLIC SCHOOLS**

**INFORMED CONSENT AND RELEASE FORM TO PARTICIPATE IN WATER ACTIVITIES**

I, the parent/guardian/caregiver of \_\_\_\_\_, hereby give permission for my child, \_\_\_\_\_, to participate in any water activities that are connected or related to the field trip to \_\_\_\_\_ on \_\_\_\_\_ . I understand that water activities include, without limitation, use of a pool, swimming and boating and that such activities may involve physical and athletic participation. I also understand that injuries may occur from the result of participation in such water activities including, without limitation, permanent disability, injury or death. I acknowledge and agree that my child may assume the risk of participating in such water activities and I understand that the Cambridge Public Schools will not accept responsibility for any injuries sustained. Further, 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 as well as any rules of conduct promulgated by the organizers and chaperones of the field trip and any rules of conduct set by the facilities or organization where the water activities are located.

By entering into this Informed Consent and Release to Participate in Water Activities and granting the permission as stated herein, I am releasing the City of Cambridge, and the Cambridge Public Schools 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 child's participation in any water activities while on this field trip.

I have read this Informed Consent and Release to Participate in Water Activities and understand its terms. I sign it voluntarily and with full knowledge of its significance.

\_\_\_\_\_

Parent/Guardian/Caregiver Signature

Student Name

\_\_\_\_\_

Parent/Guardian/Caregiver Printed Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Relationship to Student

\_\_\_\_\_

Date