



Cornerstone Academy

Field Trip Parent Information Form

Field trips are an important part of the education of Cornerstone students. The following policies have been written to promote and enhance the educational goals of the trip. Please read, sign, and return the following policies and procedures at least one week prior to the field trip.

General Field Trip Policies:

1. Teachers or their designated representatives will make arrangements for all field trips including transportation of participants and collections of payments.
2. A minimum of three weeks' notice will be given for all field trips.
3. Field trips are intended for students of the indicated grade. Exceptions, such as siblings or students who do not attend Cornerstone Academy will be considered by the principle on a case-by-case basis.
7. Teachers will determine if a field trip should be canceled due to inclement weather or other circumstances.
8. Teachers, students and chaperones represent Cornerstone Academy with their actions, physical appearance, and interactions with others. Speech, dress, and appearance must be in line with Cornerstone's mission, vision, and student code of conduct, as well as all guidelines put forth in the student handbook.

Volunteer Driver Policies:

1. Volunteer drivers must be pre-approved by administration and complete and submit the *Field Trip Driver Information Form* at least two weeks prior to the field trip.
2. Volunteers should alert teachers immediately if their plans change and they are no longer able to join the field trip or transport students.
3. Teachers will supply drivers with addresses to all destinations and cell phone numbers for all chaperones and teachers attending the field trip.
4. Each vehicle will have at least two adult volunteers.
5. Drivers are not permitted to divert from the field trip itinerary for any reason other than physical emergencies.

Student Dress Code for Field Trips:

All students will wear designated field trip attire.



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Insert information specific to your field trip here:

My student, _____ has permission to go to (Field Trip Destination) on (Date of Trip) with the (name of class/grade) from Cornerstone Academy.

- I would like to attend the field trip with my student.
- I would like to chaperone the fieldtrip.
- I decline to give my student, permission to attend the field trip. (Please contact teacher about an alternate ass.)

Where and When:

What to bring:

What to wear:

Payments due:

Driver needs, etc.:

Deadline to Submit Information Form and/or Driver Forms:

Parent/Guardian Signature

Date

Print Parent/Guardian Name

Teacher/Field Trip Coordinator Information: Name, Cell Phone Number, Email Address