

EDUCATIONAL FIELD TRIP APPLICATION

Note: This form must be submitted to the Office of the Superintendent at least one week prior to the next scheduled School Committee meeting. As a truly worthwhile field trip requires a great deal of planning, applications received less than five school days prior to the proposed trip will necessarily be denied. The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Permission is hereby requested to conduct the following field trip:

Trip Coordinator: Emily McCarthy + Daniella Rinker
 School: Tahanto
 Class/Group: High School Student Council
 Place to be visited: MASC State Conference @ Hyannis
 Date of departure: 3/6/24 Departure time: ~8:00 AM
 Day/Date of return: 3/8/24 Return time: ~2:15 PM

1) Specific Purpose(s) of the trip: leadership skill development
motivational speakers, MASC elections, network
w/MA schools

2) * Transportation plans (if required): Bus

3) Pre-Trip Orientation and/or Activities to be conducted in preparation for the trip:

plan at Stuco meetings

4) Trip Itinerary:

A sufficiently detailed trip itinerary must be attached to this application form which indicates a precise sequencing of events. Detailed information should include, but not be limited to the following (where applicable):

- Confirmations of reservations for planned events.
- Confirmations of reservations for lodging. (MUST specify name, address AND phone number of hotel/motel AND specific room numbers assigned to the group.)
- Number and names of teacher chaperones
- Number and names of other chaperones
- CORI checks completed satisfactorily for chaperones
- Detailed and sequential description of the duties, responsibilities and authority of chaperones which are specific to the trip, including a description of the method utilized to convey this information. (This is also to be clearly conveyed to all students prior to taking the trip.)
- Emergency number for parents to call
- Nurse Coverage (minimum 1 month prior approval required)/Medication Plan in place
- Kitchen Notification
- SPED Notification
- Specialists Notification
- Communications Network Statement
- Parent Permission Slip
- Name of Students going on the trip
- If trip is leaving prior to 1st period of the day, then attendance must be given to the office

5) Parent Permission Slip: A sample of the parent permission slip to be secured prior to taking the trip must be attached to this application form. (Note: Phone number of parent is to be included on permission slip.)

6) If transportation is being provided in private vehicles, the following must be adhered to according to Policy EEAG (attached) of the Berlin-Boylston Public Schools Policy Manual. All necessary documentation needs to be attached to this field trip application:

- A photocopy of the driver's coverage selections page to confirm bodily injury liability insurance coverage on the vehicle in the amounts of \$100,000/\$300,000 or more AND that the driver is listed as a principal or occasional operator of that vehicle.
- A photocopy of the driver's operating license.
- Confirmation by the trip coordinator that the volunteer driver has been through a CORI test without incident.
- Confirmation by the trip coordinator that the vehicle is equipped with seat belts for each rider, including car seats or booster seats, if required by Motor Vehicle Law (MGL, Chapter 90, Section 7AA and MGL, Chapter 90, Section 13A).
- In the case of an employee driving one (1) or more students in a private vehicle, the employee must own the vehicle, and the employee must file evidence with this form of personal liability insurance coverage on the vehicle in the amounts of \$100,000/\$300,000 or more.

7) Specific follow-up activities planned as appropriate to this trip:

Debrief after and at following StuCo Meetings

8) How is this trip to be financed? family + StuCo funds

What provision is being made for students for whom the expense is a hardship?

StuCo funds

9) **Communications Network:** A communications network must be in place prior to the trip which provides a means of communication between the trip coordinator and the parents of students taking the trip as unanticipated circumstances might dictate (i.e. delayed or early return).

Note well: The building administrator's approval of the trip application will serve as verification of this network being in place.

10) **Standards Addressed for this trip:** Please indicate how this field trip aligns with the standards within your curriculum. (Specifically address the standards.)

Approval: (Note well: Signatures below indicate your approval of the field trip as described on this form and addenda conditional upon the satisfactory completion of all the items as contained herein. It shall remain the responsibility of the Field Trip Coordinator (as identified on this application) to submit evidence of such satisfactory completion to the appropriate building administrator no later than TWO school days prior to departure on the trip.)

Department Head: [Signature] Date: 1/2/24

Principal: [Signature] Date: 1/3/24

Superintendent (or designee): [Signature] Date: 1/4/24

School Committee: _____ Date: _____

(Required for overnight/out-of-state trips)

NOTE: The following signature indicates that the Principal has received all required forms at least TWO days prior to the trip:

Principal: _____ Date: _____

Adopted: August 28, 2013

*NURSE HIRED THROUGH

**TAHANTO REGIONAL MIDDLE/HIGH SCHOOL
FIELD TRIP AGREEMENT/PERMISSION SLIP**

It is understood that the trip to MASC State Conference to be conducted by @ Hyannis
McCarthy + Rinker for High School StuCo
(Teacher) (Class)

on March 6-8, is an educational trip (not a field day or outing) and students are expected to conduct themselves in a manner which will bring credit upon themselves as well as the school. The signature of the student indicates his/her willingness to act in accordance with the above policy and notes his/her responsibility for any missed assignments.

The group plans to leave at 3/6 ~ 8:00 AM and return to high school approximately 3/8 ~ 2:15 PM.
Student Signature _____

If the return to Tahanto is later than the afternoon dismissal, parents will be responsible for arranging transportation home for your son or daughter. I agree to allow _____ to attend the field trip designated above for the duration specified by regular transportation facilities provided by the school for the trip.

In case of emergency, illness or accident to the child named above, the school is authorized to proceed as indicated below.

1. Contact father at _____
2. Contact mother at _____
3. Contact relative at _____

MEDICAL RELEASE/MEDICATION ADMINISTRATION FORM

Health Concerns/Conditions (please check)
☐ ADHD ☐ Allergies ☐ Asthma ☐ Diabetes ☐ Seizures ☐ Bee/Insect Stings ☐ Other

Explanation of symptoms and treatment:

Medication your child will require:

Medication _____ Dose _____ Frequency _____

Medication _____ Dose _____ Frequency _____

All students who self medicate must have parental permission and a current prescription on file in the health office. The medication policy applies during field trips as stated in the Student Handbook. In case of emergency, I give permission for my child to receive medical treatment.

Signature of parent/guardian _____ Date _____

STUDENT COUNCIL MASC Trip

*itinerary based off of last year and sharing bus with West Boylston, times may change a bit, but general idea remains the same

Wednesday:

7:30: when you get to school, leave bags in GUIDANCE. They will be checked by administration.
8:15: Bus leaves for Hyannis, going to stop at West Boylston and then drive down (depending on traffic, likely stopping at Cape Cod Mall for lunch)
11:45-12:45 Event Hotel Check-in at Cape Codder, change, get on bus to Polar Plunge
12:15-1:00 Polar Plunge Event Check-in at Craigville Beach
1:00-1:05 Welcome and Event Overview at Beach
1:05-1:10 Get ready to plunge...
1:10 Plunge!!
1:11 Load onto heated buses/vans and head to Cape Codder to change
1:30-4:00 Exhibit Hall/MASC Welcome activities and get badges/shirts at Hyannis Conference Center *Check out other council's books*
4:15-5:00 Candidates Meeting and Presidents' Reception
4:45 or 5:30 Dinner
6:30 student expectation meeting
7:00-8:00 Student Workshop #1
8:15-9:30pm Opening General Session with motivational speaker
10:00 – 12midnight Entertainment (lip sync contest at Hyannis Center and/or swimming at Cape Codder)
12:15 curfew

Thursday:

7-8:15 Breakfast at Cape Codder
8:30 Student Workshops #2 at Hyannis Center
9:30 Speeches and Elections for MASC executive board members
10:45-2:00 Two more Workshops and lunch
2:00 General Sessions with motivational speaker
3:00 Regional Meetings (WMASC, NEMASC, SEMASC and CDMASC)
3:30-6:00 Downtime/Dinner prep
6:30-9:00 MASC State Banquet (business attire), Award Presentations, Executive Board
Remarks
9:00-12midnight Entertainment (MASC semi-formal dance and/or swimming)
12:15am curfew

Friday:

7:00-9:00 Breakfast and Check-Out at Cape Codder
9:15 -10:00 Conference Recap Video Presentation and Awards at Hyannis including Announcement of the New Executive Board and Closing Ceremonies
10:30 final checkout, head back toward school with West Boylston, stop at Solomon Pond Mall for lunch and to debrief
Expecting to be back around 2:00pm to Tahanto

TAHANTO REGIONAL MIDDLE/HIGH SCHOOL
Field Trip and Bus Authorization
(To be approved in advance)

Date 1/4/24

Department Student Council

Date of Trip March 6-8 '24 Time 8am, return 2:15pm

Destination 35 Scudder Ave. Hyannis MA 02601

Teacher (s) Emily McCarthy

Educational Purpose of Trip Student Council State Conference

Substitute (s)
Needed

☒ Yes

☐ No

Bus Needed

☒ Yes

☐ No

Teacher will
Provide transportation

☐ Yes

☒ No

Teacher should make arrangements with the bus company and verify with them the day before the field trip.

Authorized by: _____

Lina Sepulveda
Principal's Signature

Copy to:
Personnel Secretary
Principal's Office
Teacher

NRT BUS
 16 Commercial Dr. Dracut, MA 01826
 Phone-978-788-6249 Fax-978-746-8912
Request for Bus Transportation

There is no eating or drinking on the bus for any reason; do to unforeseen allergies
***Required Fields-Forms not filled out completely will hold up processing of the request.**

*Day & Date Requested for Bus: 2-6-2024	*Number of Buses: 1	*Number of Passengers: 18
*School / Pick Up Location:		
*Address: 1001 main st.		
*City: Boylston	*State: MA	*Zip: 01505
*Pick up Time: 8am	*Return Time: 2:15pm	The time you will be back at the school / pickup location
*Destination Location		
*Address: 35 Scudder Ave, ~~Hyannis~~		
*City: Hyannis	*State: MA	*Zip: 02601
*Name of Requestor Emily McCarthy	Phone #	
Signature of Requestor <i>Em McCarthy</i>	Date Filled Out: 1/4/24	
Fax:		
Email: Emccarthy@bbrsd.org		
*Responsible Party for Billing Tahanto Reg HS. - Student Council		
*Billing Address 1001 main st.		
*City: Boylston	*State: MA	*Zip: 01505
PO#		

****For Weekend & Holiday Charter include contact name and Number**

Name:

Phone Number:

Special Notes:

Please fax form to 978-746-8912 or Email charters@nrtbus.com You will receive this form back with a confirmation number and pricing.

Confirmation #

Price Per Bus:

of buses:

Total Price:

Name of North Reading Employee:

Date: