

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: Cindy Sykes
School: BES
Class/Group: 5th grade
Place to be visited: Nature's Classroom, Charlton, MA
Date of departure: 5/21/24 Departure time: TBD
Day/Date of return: 5/24/24 Return time: TBD

1) Specific Purpose(s) of the trip: Participate in Nature's Classroom activities.

2) * Transportation plans (if required): Buses

3) Pre-Trip Orientation and/or Activities to be conducted in preparation for the trip:
meeting with Nature's Classroom staff - TBD
Fundraising w/ 5th grade families

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:

- o 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.
- o A photocopy of the driver's operating license.
- o Confirmation by the trip coordinator that the volunteer driver has been through a CORI test without incident.
- o 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 19A).
- o 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:

End of year activity; photo showcase

8) How is this trip to be financed? Student Activities, Fundraising

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

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.)

SE SS 3-1, SLSS 1+2, SPSL-3

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: _____ Date: _____

Principal: Christopher D. [Signature] Date: 12-5-23

Superintendent (or designee): Paul Zlotnik Date: 12-5-23

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