Berlin-Boylston Regional School District
EDUCATIONAL FIELD TRIP APPLICATION

Late night, overnight and out of state field trips:

- This form, with signatures on page 4, must be submitted to the Office of the Superintendent at least two weeks prior to the next scheduled School Committee meeting.
- The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Approval by the School Committee is required before engaging students in fundraising activities.

Local, day field trips:

- This form, with signatures on page 4, must be submitted to the Building Principal no less than 30 days prior to the field trip.
- Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

- Any planned trip off the school grounds is considered a field trip.
- This includes "walking trips."
- Students have increasingly complex medical and medication needs that may not be evident to staff or administrators. Therefore, school nurse participation in field-trip planning is critical for safety and success. A minimum of one month notice to the school nurse is required.

Permission is hereby requested to conduct the following field trip:

Field Trip Coordinator:	Laura Hovey
School:	Tahanto
Class/Group:	8th Grade Students
Place to be Visited:	Canobie Lake Park
Address:	85 North Policy St. Salem, NH 03079
Number of students expected to attend:	89
Number of Chaperones needed:	8
Number of Staff Chaperones:	8
Number of Volunteer Chaperones:	0
Date of Departure:	Friday June 12th, 2026
Departure Time:	7:45 am
Day/Date of return:	Friday June 12th, 2026
Return Time:	2pm

1) Specific Purpose(s) of the trip:

This end of the year experience will highlight topics in core classes such as science covered throughout the year.

2) Transportation plans: Bus

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

Students will meet before the field trip to discuss the events and activities of the day.

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 descriptions of the duties, responsibilities and authority of the 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
- Special Education Notification
- Specialist Notification
- Communication Network Statement
- Parent permission slip
- Name of students going on trip
- If trip is going 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 Regional

School District Manual Policy. 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 seatbelts 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:

Students will meet to debrief the events and activities of the day.

8) How is this trip being financed?

Students/parents will be paying for this trip.

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

Financial assistance will be provided for anyone who needs it.

9) Communication 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 trip aligns with the standards within your curriculum (Specifically address the standards). Please see attached document.

****

Approval: (Signatures below indicate your approval of the field trip as described on this form and addenda conditional upon the satisfactory completion of all 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 Date: 2-13-26

***Nurse** Lisa Lamoureux RN Date: 2/13-26

Superintendent (or designee) Date:

School Committee (Required for overnight/out of state trips)

Date:

****

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

Principal: Date: **School Committee Policies related to Field Trips**

School Committee Policy on Student Travel

- All student trips which include late night travel after 9:00 p.m., overnight travel, or out-of state travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.
- Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

TAHANTO REGIONAL MIDDLE/HIGH SCHOOL
FIELD TRIP AGREEMENT, ITINERARY & PERMISSION SLIP

On Monday, June 12th, the Tahanto 8th grade will be traveling to Canobie Lake Park. This end of the year experience will highlight topics in core classes covered throughout the year.

The cost of this field trip (including bus transportation and park ticket) is $45 per person. Students have the option of bringing a bagged lunch from home, a bagged lunch ordered from the Tahanto cafeteria or buying food at the park on their own. (please contact Mrs. Hovey via email if you have any questions regarding lunch options at lhovey@bbrsd.org).

The itinerary for the trip is as follows.

- The 8th grade will depart Tahanto at approximately 7:45 am for Canobie Lake Park in Salem, New Hampshire.
- Students will spend the day in groups visiting the various attractions at the park.
- At 12:45 pm students will board buses for the return trip to Tahanto.
- It is estimated students will arrive at Tahanto by 2:00 pm.

Although not anticipated, if the return to Tahanto is later than the afternoon dismissal, parents will be responsible for arranging transportation home for their child.

Students should dress in accordance with the Tahanto dress code policy for this trip. Comfortable and weather appropriate clothing is recommended. Hats can be worn at your own discretion. We recommend students apply sunblock and carry a disposable water bottle with them that day. Airpods are allowed on the bus.

Please complete the attached permission slip and return it along with cash or check (please make checks payable to Tahanto Regional Middle/High School) to Mrs. Hovey by Friday May 22, 2026. Only students who have remitted payment and this permission form will be allowed on the trip. Families who are facing financial hardship and are therefore unable to afford the expense of this trip, should contact Mrs. Hovey (lhovey@bbrsd.org) or the Tahanto Main Office for assistance.

Tahanto 8th Grade Trip: Canobie Lake Park Permission Slip

Please remit this form and payment to Mrs. Hovey no later than Friday May 22nd 2026.

This field trip is an educational trip and **all school rules apply**. Students are expected to maintain a level of appropriate behavior in school as well as during the field trip. The printed name and signature of the student, and the signature of the parent/guardian indicate acceptance with the above policy.

_____ _____

Student's Name (Printed) Student's Signature

I agree to allow the student listed above to attend the 8th grade field trip to:

Canobie Lake Park on June 12th, 2026 from 7:45 am-2:00 pm

In case of emergency, illness, or accident to the child named above, the school is authorized to proceed as indicated below. Please number each 1, 2, and 3 in the number of desired actions.

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 an emergency, I give permission for my child to receive medical treatment.

Signature of parent/guardian _____ **Date** _____

The following state and school standards align with the field trip that the 8th grade will be taking on June 12, 2026.

Tahanto's Core Values and Beliefs

Our core values guide our decisions and anchor our actions in the pursuit of learning.

We are committed to fostering enrichment through the following:

-Extra-curricular activities and

-Applying knowledge outside of school

Science

8.MS-PS2-1. Develop a model that demonstrates Newton's third law involving the motion of two colliding objects.

8.MS-PS2-2. Provide evidence that the change in an object's speed depends on the sum of the forces on the object (the net force) and the mass of the object. Clarification Statement: • Emphasis is on balanced (Newton's first law) and unbalanced forces in a system, qualitative comparisons of forces, mass, and changes in speed (Newton's second law) in one dimension.



Confirmation

Trip #: 146354
Trip Date: 12-Jun-2026
Group: 8th Grade Class

Tahanto Regional High School
1001 Main St
Boylston, MA 01505
Contact: Laura Hovey
Contact Email: lhovey@bbrsd.org
Phone: (508) 869-2333 Fax: (508) 869-0175

Booked Date: 12-Feb-2026
Total Vehicles: 2
Total Students: 97
Total Passengers: 97
Sales Person: Amanda Gualdarrama

Big Bus 2 x $479.35 = $958.70

Pick Up	12-Jun-2026 7:45 AM	Tahanto Regional High School	1001 Main St Boylston, MA 01505
Drop off at Destination	12-Jun-2026 8:56 AM	Canobie Lake Park	85 N. Policy St. Salem, NH 03079
Pick Up At Destination	12-Jun-2026 12:50 PM	Canobie Lake Park	85 N. Policy St. Salem, NH 03079
Drop Off	12-Jun-2026 2:00 PM	Tahanto Regional High School	1001 Main St Boylston, MA 01505

Total: $958.70

For Your Information
Please do not pay driver.
Accepted Payments, Credit Card, Check or Money Order
To pay by credit card please request an authorization form

All payments made by Check or Money order have to be sent to the address below.
NRT Bus Inc
P.O. Box 24017
New York, NY 10087-4017