

Reading Public Schools
Field Trip Plan

This information should
be kept on file for a
minimum of 3 years.

1. Trip Coordinator _____ School _____ Grade(s) Attending _____
2. Destination _____
3. Type of Trip: Day _____ Extended _____ Overnight _____ Out of State _____ International _____
4. Purpose of Trip _____
5. Field Trip Connection to Curriculum Frameworks (Be specific to actual grade level curriculum alignment)

6. Date(s) of Trip _____ Time of Departure _____ Time of Return _____
7. Cost of Trip _____ Will there be fundraising? _____ If yes, please attach plan.
8. No. of Students Attending _____ No. of Teachers _____ No. of other adults _____
9. Name of Travel Company (if applicable) _____
10. Transportation Required (Circle): Bus Train Boat Plane Private Car Other
11. Name of Company Providing Transportation _____
12. If this is an overnight trip, is the bus driver getting sufficient rest in accordance with federal regulations and common sense? _____
13. Departure Information (location and carrier) _____
14. Return Trip Information (location and carrier) _____
15. Food and Lodging (if applicable) will be provided by _____
16. Address and Phone No. of Lodging (if applicable) _____
17. Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)? _____ If yes, attach a copy of the policy.
18. If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water. Yes _____ No _____ N/A _____

19. Please describe below the educational alternative for those students who will not be attending the trip.

20. If there are students with disabilities or individual needs attending the trip, what accommodations/transportation have been put in place to assure that the student(s) has equal access to the experience?

21. Please describe the process that will be used to determine student eligibility for the trip.

Chaperone Information

22. Names of Chaperones Attending Trip

23. Names of Chaperones who will be receiving compensation from Travel Company or other source (if applicable)

24. Source of Compensation for Chaperones (if applicable)

25. Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks _____

26. Please attach the following to this document:

- a. A detailed itinerary of the trip
- b. Signed state ethics financial disclosure forms from all teachers whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. To access the form, go to <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/> and complete Form 11d, *Disclosure of Travel Expenses for Non-Elected/Appointed Employee required by 930 CMR 5.08(2)(d)1*.
- c. A copy of any contract associated with the field trip.

The Following Section is for Out of Country Field Trips Only

A. Are there any current travel warnings or advisories issued by the State Department? Please go to www.cdc.gov or www.travel.state.gov . Yes _____ No _____

If yes, please explain _____

B. Have you purchased medical insurance for each day of an out of country field trip? Yes ___ No ___
(attach a copy of the policy)

C. Is medical preclearance required? Yes _____ No _____

D. Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States? Yes _____ No _____

E. Copies of all students' passports shall be maintained by the Trip Coordinator.

F. At least one staff member accompanying the students must have a phone number with international service.

Name of Staff Member _____

Telephone Number _____

To be completed by Reading Public School Administration

I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.

27. APPROVED _____ DATE _____
Principal (For All Field Trips)

28. APPROVED _____ DATE _____
Superintendent of Schools (For All Extended, Overnight, Out of State, and International Field Trips)

School Committee Approval Date (For Overnight, Out of State, and International Field Trips) _____