



Superintendent's Circular

NUMBER:
CAO-23

Version 01

DAY FIELD TRIP GUIDELINES

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

IMPORTANT NOTE: *These guidelines might be impacted by COVID-19 restrictions and are subject to change based on public health, international security, or other emergent issues that could impact travel. For the most up-to-date information and guidance, contact the Department of Global Education (OPL@bostonpublicschools.org) for assistance/guidance.

This Superintendent's Circular provides instructions for implementing the Field Trip Policy passed by the Boston School Committee on November 20, 2019.

This circular should be read AFTER Superintendent's Circular CAO-22 General Guidelines and Procedures for All Field Trips, as additional guidelines are outlined there.

The principal/head of school (and/or the district department sponsoring the trip) is responsible for ensuring that all field trip policies and procedures as outlined in this circular and CAO-22 are adhered to.

Together, the principal/head of school (and/or the district department lead sponsoring the trip) and the program leader (lead chaperone) must review and complete checklists for this circular. The signed checklist must be kept on file at the school.

A **day field trip** is any domestic trip off school grounds that is no more than one day in duration.

- ☐ **Day field trip** forms are submitted to the principal/head of school AT LEAST 4 weeks in advance (or at the principal/head of school 's discretion) and approved by the principal/head of school; school leaders reserve the right to cancel a trip for any reason and at any time for safety purposes.
- ☐ **Walking field trips** are day field trips that require walking within a 1-mile radius of the school (e.g., local garden, park, field, etc.) The Parent/Guardian Authorization and Acknowledgement of Risks for Walking Trips form will apply for all walking field trips during the current school year. It must be updated each school year or as student/family information changes. The school is still required to inform families in advance of each walking field trip and obtain approval from the principal/head of school. All forms, including signed CAO-23 checklist form, are filed at the school.

Applications: Schools shall communicate with families in advance when students leave school grounds and ensure written permission is received.

Water Activities: Organizers of trips that involve activities in or on the water as part of the curriculum must immediately contact the Department of Global Education for additional approval. There is a separate and mandatory procedure for all trips involving water. See Superintendent's Circular CAO-27 for water activity guidelines.

DAY FIELD TRIP CHECKLIST

(Checklist and request form must be completed for each day field trip.)

- ☐ Review Superintendent's Circular CAO-22 General Guidelines and Procedures for All Field Trips.
- ☐ Review Superintendent's Circular FSE-05 Medical Emergency Management and SAF-04 Incident Data Reporting and Release for important safety protocols. The Department of Safety Services (617-635-8000) must be notified in the event of a serious emergency and should be used as a resource for questions regarding safety on field trips.
- ☐ Select a site and investigate the appropriateness of the site in relation to the category of field trip.

Field Trip Category(s) (see CAO-22): _____

Site(s): _____

- ☐ Select a date and an alternate date. Note: Check with the principal/head of school, teachers, and staff to ensure that trips are not scheduled on dates that interfere with important tests, religious holidays, or class work.

Date: _____

Alternate Date: _____

- ☐ All program leaders (the BPS employee organizing and leading the trip) must be approved by the principal/head of school or district department sponsoring the trip.
- ☐ All field trip ideas must be preliminarily approved in writing by the principal/head of school or district department

sponsoring the trip prior to the distribution of any informational materials on the proposed trip to students and their parents/guardians, and prior to any fundraising or other detailed preparations. Staff are not allowed to sign contracts on behalf of the Boston Public Schools. Consult with the principal/head of school on potential chaperones and student recruitment.

- Planning, organization, and preparation are critical to a successful experience for all participants. As part of trip planning and itinerary development, ensure the major aspects of health, safety, student inclusion, and security have been addressed with due diligence. Program leaders must be able to articulate what decisions were made, why they were made, and the sources that informed that decision making. If you have questions about the appropriateness of an activity, please consult with your principal/head of school.
- **School nurse and guidance counselor consultation:** Before approval of a field trip, the lead chaperone must consult with the school leader to determine if and what type of medical assistance is needed for participating students. To ensure accessibility, this step is crucial and must take place before the field trip is secured. For additional questions, please consult the Health Services Department. Additionally, to thoroughly support a student's participation in a field trip, *at least* six weeks before departure (much longer for international and overnight field trip programs), consult with and, when necessary, receive training from the school nurse regarding any students who have medical needs. Also consult with the school counselor regarding mental and behavioral health needs. If any student has a serious medical or mental health condition, be sure that their

doctor is aware of the essential participation criteria and location of the trip and writes a letter indicating that the child may safely attend and participate in trip activities. Keep this document on file with other key permissions slips and medical forms.

CHAPERONE REQUIREMENTS

- ☐ **Chaperone Recruitment:** Program leaders must consult with the principal/head of school regarding potential chaperones and student recruitment. The program leader (lead chaperone) must be a BPS employee. Other authorized chaperones may include parents and guardians 21 years of age or older. Any parent on the trip must operate in the role of chaperone. All chaperones must be approved by the head of school/principal. Every effort should be made for students to have access to the field trip experience, for chaperones to be representative of the student group, and for chaperones to include males and females. The selection and approval of chaperones by the principal/head of school should be based on the individuals' thorough knowledge of and rapport with most of the student participants. Choose a chaperone team purposefully and wisely, considering strengths. Every adult on the trip must be a chaperone and have a clear role.
- ☐ **Non-BPS Chaperones:** Other authorized chaperones may include parents and volunteers who are 21 years of age or older. All non-BPS employee chaperones must submit a yearly CORI/SORI authorization form to the Office of Human Capital. Complete the [eCORI form](#). Contact the BPS Office of Human Capital (OHC) for CORI check and confirmation support. The principal/head of school and the lead chaperone are responsible for submitting authorization

forms to OHC and must not allow chaperones to take part in activities until they have been CORI/SORI cleared. Non-BPS employees who chaperone on a field trip are not covered for liability by the Boston Public Schools. The program leader must be sure that all chaperones, including non-BPS chaperones, are familiar with the BPS Code of Conduct and other district and school-based rules.

- ☐ **BPS Parent Chaperones:** Chaperones who are parents/guardians of BPS students on the trip must provide the same level of care and attention to ALL student participants. If a BPS chaperone's child who does not attend the participating school must attend the program, the child must be a BPS student and in the same grade or age range as participating students. In this case, the BPS parent chaperone is responsible for incurring all costs associated with their child's participation.
- ☐ All chaperones must complete the Chaperone Agreement form.

Chaperone Ratios:

- A minimum of two chaperones is required.
- Student-to-chaperone ratios are:
 - Grades K-5, 10:1
 - Grades 6 and up, 10:1
- For students with IEPs, the ratio of staff to students must be at least the same as the ratio mandated in their IEPs for their classes.
- For water activities: The student-to-chaperone ratio must remain 10:1 at all times during instructional swimming for all grade levels. This ratio does not include lifeguards on duty. If your trip involves activities on or in the water, you must

contact the Department of Global Education for approval immediately. There is a separate, mandatory procedure for all trips involving water. See Superintendent's Circular CAO-27 for water activity guidelines.

Chaperone Team:

- ☐ The program leader/lead chaperone will meet with the chaperone team to delegate responsibilities and review the student team. The program leader will record the names of the chaperones and the students each chaperone is supervising. Each chaperone must carry this list.
- ☐ Chaperones will organize a "buddy system," pairing students with one another for safety purposes.
- ☐ The lead chaperone will (1) review students' permission slips; and (2) prepare any questions for follow-up with families and the school nurse and counselor.
- ☐ The lead chaperone will prepare a trip binder for all chaperones (See "During the Trip" section which lists all binder contents).
- ☐ The lead chaperone must carry original, signed Parental Authorization for Day Trip forms for all students; all other chaperones must carry copies.

STUDENT PARTICIPATION

- ☐ **Participation Criteria:** The program leader and principal/head of school will work together to establish (1) essential participation criteria for the trip that informs students and parents of all activities and risks associated with each itinerary activity; and (2) trip location, to determine what accommodations or modifications may

need to be made for the student to successfully and safely participation in all, or portions of the trip. Discuss with students the trip's purpose and learning goals in the weeks prior to the trip; plan to engage students in activities before, during, and after the trip so that the field trip learning potential is maximized. Set aside time to process student learning on the trip.

- ☐ **Recruitment:** Students not enrolled in the Boston Public Schools may not participate. Field trips must be advertised to all students (within the whole school, particular grade, class/subject, club, or program associated with the trip) regardless of their financial situation. Schools shall make every reasonable effort to make instructional field trips affordable for all students.
- ☐ **Accommodations:** English Learners and students with 504 Plans and/or IEPs cannot be denied access to field trips due to their status or ability. It is the responsibility of the school to ensure that all accommodations normally provided to a student as indicated in their educational plans are made available during a field trip, including medication. To thoroughly support a student's participation in a field trip, at least six weeks before departure, consult with, and when necessary, receive training from (1) the school nurse regarding any students who have medical needs; and (2) the school counselor regarding mental and behavioral health needs. If any student has a serious medical condition, please be sure that their doctor writes a letter indicating that the child may safely attend and participate in trip activities. Ensure the availability of a first aid kit.
- ☐ **Inclusivity:** Program leaders must consider their student demographics when selecting field trip locations, sites, and

activities. Specifically determine the impact the locations, sites, and activities may have on diverse populations such as students of color, EL students, students who identify with the LGBTQIA+ community, students with disabilities, those who may be in the minority during your field trip experience, and those students who belong to groups that have experienced marginalization in the location being visited. Program leaders must work to prepare students for sensitive experiences and ensure that the program is safe and inclusive for all students.

- ☐ **Inclusive Accommodations:** The program leader and principal/head of school will work with transgender and gender nonconforming students to provide accommodations (including rooming) that affirm the student's gender identity while also ensuring safety. Program leaders should work with students and families to make sure all travel documents reflect their legal names as listed on government issued identification, while all unofficial documents and materials may reflect the student's preferred name.
- ☐ The BPS Code of Conduct applies on all field trips. Review conduct expectations with students in advance.

DOCUMENTATION

- ☐ Consult with the principal/head of school and nurse regarding the medical needs of potential participating students before you receive field trip approval (at least six weeks beforehand). Document notes from this consultation.
- ☐ Complete and submit a Day Field Trip Request form and accompanying documents to obtain official consent from the principal/head of school to execute the trip.

- ☐ Create a school file to house all important documents: Day Field Trip Request form, student permission slips, and other signed documents. These documents must be kept on file for the current fiscal year plus three additional years after the trip has occurred.
- ☐ Distribute and collect the Parental Authorization for Day Trip form for each participating student.
- ☐ Contact the field trip site and ensure that the necessary arrangements are in place.
- ☐ Share the trip details listed below with all teachers and other staff members so that they may plan accordingly:
 - Trip overview (purpose); destination; date of trip; roster
 - Chaperones' names and roles in school community
- ☐ Inform the food service manager or attendant whether students will return to school for lunch, or whether brown bag lunches should be prepared. Be mindful of any student food allergies.

TRANSPORTATION

- ☐ Develop transportation plans: mode of transportation, travel time, cost, etc. If applicable, be sure to note how and with whom the child will travel to and from field trip departure and pick-up locations.
- ☐ Staff are not permitted to drive students. Privately owned vehicles from non-approved vendors, ride sharing services such as Lyft or Uber, or leased vehicles are not to be utilized except in the case of a *bona fide* emergency. Staff who utilize their own vehicles or a leased vehicle risk being legally liable. Please refer to TRN-03 for regulations on field trip transportation.

- ☐ If your trip is less than 100 driving miles in distance, please ensure ALL students have valid medical insurance that covers them while on this program. Record details of insurance on the Medical Information form.

ONE WEEK PRIOR TO TRIP

- ☐ Verify all arrangements, including transportation and reception at the site.
- ☐ Prepare name tags for younger students.
- ☐ Provisions must be made in advance for any student not attending the trip and staying at school. If applicable, provide alternative arrangements and/or comparable activities for students not attending the trip or unable to participate in a portion of your trip.
- ☐ If a student's family elects for their child not to attend a field trip for any reason, the child may not be penalized through their grade or otherwise.
- ☐ Remind students and chaperones of safety and behavior expectations.
- ☐ Notify/consult with the principal/head of school if trip plans have changed from the original field trip request. Prepare and leave a field trip package for the principal/head of school that includes CAO-23 checklist, Day Field Trip Request form, and permission slip copies.

DURING THE FIELD TRIP

- ☐ Take attendance and leave the current list of students attending the trip with the principal/head of school.
- ☐ Record specific bus number and driver's name and leave information with the principal/head of school, all

chaperones, and, if age appropriate, students.

- ☐ Chaperones must supervise all assigned students. Conduct head counts and buddy checks before embarking on your trip, throughout your trip, and before departing the field trip site for home.
- ☐ Review standards for safety and behavior with students.
- ☐ Chaperones must carry the trip binder at all times on the trip which includes the following: permission slips (original, signed permission slips must be carried by the lead chaperone), Emergency Action Plan, Day Field Trip Request form, and any accompanying itinerary details for this particular trip.
- ☐ All students must have the contact information of chaperones and other necessary emergency and contact information.
- ☐ Do not leave students alone. Students should be accompanied by chaperones unless part of a scheduled activity of which parents have been informed and have approved in writing in advance, and that is age appropriate. However, if unaccompanied as part of a scheduled and structured activity, students should be in at least pairs AND always know how to reach an adult chaperone.
- ☐ Review with everyone where they are to go if separated from the group.
- ☐ Program leaders and chaperones have the responsibility to modify the program to ensure the ongoing safety of travelers. Consult with principal/head of school and Department of Safety Services if this becomes necessary.

AFTER THE FIELD TRIP (MANDATORY)

- ☐ Retain completed, original Day Field Trip Request form, original permission slips, and any other signed documents for the field trip in the school office. These records must be kept for the current fiscal year plus three additional years after the field trip occurs.
- ☐ Remind students (and inform parents/guardians) to see a doctor immediately if they are not feeling well after the trip and to inform the doctor of their experience.
- ☐ If applicable, file and follow up with an Incident Report.

AFTER THE FIELD TRIP (SUGGESTED)

- ☐ Write thank you notes.
- ☐ Present to the school and family community about the students' observations while on the trip.
- ☐ Conduct related creative and/or analytical projects to showcase student learning.
- ☐ Write a news article about the trip for a local newspaper or website.
- ☐ Email stories, journals, and pictures of your trip to the Department of Global Education.
- ☐ Evaluate the trip.
 - Was the educational purpose of the trip served?
 - What were the highlights of the trip?
 - What might you do differently next time?
 - Are there any incidents or accidents to report?

PLEASE SIGN THIS CHECKLIST, RETAIN A COPY FOR YOUR FILE,

AND SUBMIT THE ORIGINAL TO THE SCHOOL OFFICE FOR FILING.

Your signature indicates that you read and understand the policies in this circular and that they have been/will be followed, and all checklists throughout the trip planning and the trip implementation process have been or will be completed.

School Name: _____

Signature of Lead Chaperone: _____

Date: _____

Signature of Principal/Head of School or Sponsoring District
Department: _____

Date: _____

For more information, questions, and support about this circular, please contact:

Owner:	Chief of Teaching and Learning
Department:	Global Education
Mailing Address:	2300 Washington St., Roxbury, MA 02119
Phone:	315-601-0292
Email:	OPL@bostonpublicschools.org

Mary Skipper, Superintendent

ATTACHMENTS:

- I. Day Field Trip Request Form
- II. Emergency Action Plan
- III. Parental Authorization for Day Field Trip
- IV. Parent/Guardian Authorization and Acknowledgement of Risks for Walking Trips
- V. Chaperone Agreement Form



DAY FIELD TRIP REQUEST FORM (PART I)

This form is submitted to the principal/head of school for approval. This form and all original permission slips are kept on file for the current fiscal year plus three additional years.

SCHOOL INFORMATION

School: _____

Date Submitted: _____

OVERVIEW

Number of Students: _____

Number of Chaperones: (10:1 Ratio) _____

Destination/s: _____

Date of Trip: _____

Field Trip Category: _____

Overview of Trip/ Educational Purpose: _____

Itinerary: _____

SITE/S CONTACT INFORMATION

(If you are visiting multiple places, please list all.)

Site/s: _____

Address/s: _____

Site/s Contact Person: _____

Site/s Telephone Number & Email(s):



DAY FIELD TRIP REQUEST FORM (PART II)

SUPERVISION

Program Leader (Lead Chaperone):

Phone (during the trip):

Email:

Names and phone numbers of all chaperones: *(attach a separate document if necessary):*

TRANSPORTATION

Pick-up Location: _____

Drop-off Location: _____

Departure Time: _____

Time Back at School: _____

Method of Transportation: _____

Transportation Provider: _____

Contact Information: (phone number and address)

Staff may not drive students. Privately owned vehicles, ride sharing services, vehicles from non-approved vendors, or leased vehicles are not to be utilized to transport students to and from field trips, except in the case of a bona fide emergency. Staff who utilize their own vehicles risk being legally liable. Schools must use BPS buses or approved bus vendors regardless of how the trip is paid for. (See TRN-03)

Total Cost: _____

Funding Source: _____

Grant Number: _____

BEDF Account Code/Description: _____

Approved by: _____

Principal/Head of School /Sponsoring District Department

Date: _____

Your signature indicates that all policies outlined in this circular regarding day trips will be followed.



EMERGENCY ACTION PLAN (EAP)

The program leader and chaperones must have copies of this checklist during the trip.

PROCEDURES FOR CALLING 911 ON A FIELD TRIP:

- ☐ Do not leave the injured person alone or without an adult present.
- ☐ REMAIN CALM. This helps the operator receive your information.
- ☐ DIAL 911. Remember, you may need to access an outside line first.
- ☐ Answer the dispatcher's questions clearly and concisely. They will ask for all the relevant facts. The dispatcher will end the call when all of the information is verified.
- ☐ Wait with the person until EMS arrives.
- ☐ Paramedics will take over care of the person when they arrive. A chaperone must accompany any injured student in the ambulance and remain with the student until the parent/guardian arrives.

NOTIFICATION OF INCIDENT

- ☐ Call parent/guardian, principal/head of school, the Superintendent's Office, and Department of Safety Services regarding the incident immediately.
- ☐ File an Incident Report.

Principal/Head of School Phone Numbers:

Department of Safety Services: (617) 635-8000

Additional Phone Numbers: _____



PARENTAL AUTHORIZATION FOR DAY FIELD TRIPS

BPS STAFF:

- ☐ Use one form per trip, per student.
- ☐ Complete the School Portion of form.
- ☐ Send a copy home for parent/guardian and student signatures.
- ☐ During the field trip, the signed, original form must be carried by the lead chaperone, copies by all other chaperones and a photocopy must be left on file in the school office.

STUDENTS:

- ☐ Complete the "Student Agreement" section.

PARENT / LEGAL GUARDIAN, IF STUDENT IS UNDER 18 YEARS OF AGE; OR STUDENT, IF AT LEAST 18 YEARS OLD:

- ☐ Complete the Authorization & Acknowledgement of Risks section.
- ☐ Complete the "Medical Authorization" section.

PARENTAL AUTHORIZATION FOR DAY FIELD TRIPS

To be completed by the school

School Name: _____

Student Name: _____

Date(s) of Trip: _____

Destination: _____

Purpose(s): _____

List of Activities: _____

Supervision: (Check one)

- ☐ Students will be directly supervised by adult chaperones on this trip at all times.

Mode of Transportation (check all that apply):

☐ Walking

☐ School bus

☐ MBTA

☐ Other _____

Students will leave from:

_____ at _____.
(location) (time)

Students will return to: (location) _____

at about (time)_____.

Chaperone(s) in Charge: _____

Chaperone/Student Ratio: _____ (10:1 for all
grades; minimum of two chaperones)

STUDENT AGREEMENT

While participating in this field trip, I understand I am representing BPS and my community. I understand that appropriate standards must be observed, and I will accept responsibility for maintaining good conduct and abide by school-based rules and the Boston Public Schools' Code of Conduct.

Student signature _____ Date _____

To be completed by the parent/guardian or student (if 18 or over):

**PARENT/GUARDIAN AUTHORIZATION AND
ACKNOWLEDGEMENT OF RISKS FOR BPS DAY TRIPS**

I understand that my/my child's participation in this field trip is voluntary and may expose me/my child to some risk(s). I have read and understand the description of the field trip (on the first page of this form) and authorize myself/my child to participate in the planned components of the field trip.

I assume full responsibility for any risk of personal or property damages arising out of or related to my/my child's participation in this field trip, including any acts of negligence or otherwise from the moment that my student is under BPS supervision and throughout the duration of the trip. I further agree to indemnify and to hold harmless BPS and any of the individuals and other organizations associated with BPS in this field trip from any claim or liability arising out of my/my child's participation in this field trip. I also understand that participation in the field trip will involve activities off school property; therefore, neither the Boston Public Schools, nor its employees nor volunteers, will have any responsibility for the condition and use of any non-school property.

I understand that BPS is not responsible for my/my child's supervision during such periods of time when I/my child may be absent from a BPS supervised activity. Such occasions are noted in the "Supervision" section in this agreement. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the BPS Code of Conduct, and to abide by all decisions made by teachers, staff, and those in authority. I agree that BPS has the right to enforce these rules, standards, and instructions. I agree that my/my child's participation in this

field trip may at any time be terminated by BPS in the light of my/my child's failure to follow these regulations, or for any reason which BPS may deem to be in the best interest of a student group, and that I/my child may be sent home at my own expense with no refund as a result. In addition, chaperones may alter trip activities to enhance individual and/or group safety.

MEDICAL AUTHORIZATION

I certify that I am/my child is in good physical and behavioral health, and I have/my child has no special medical or physical conditions which would impede participation in this field trip. I agree to disclose to BPS any medications (including over-the-counter/herbal) and/or prescriptions which I/my child shall or should take at any time during the duration of the field trip. In the event of serious illness or injury to my child/ward, I expressly consent by my signature to the administration of emergency medical care, if in the opinion of attending medical personnel, such action is advisable.

Further, I authorize the chaperones listed to act on my behalf as parent/guardian of my child/ward while participating in the trip described above, including the admittance to and release from a medical facility.

____ NO: My child DOES NOT require medication during this trip.

____ YES: My child DOES require medication during this authorized trip.

If you checked yes, please describe in the space below the type of medication and the required administration of this medication. If medication is taken on an as-needed basis, specify the symptoms or conditions when medication is to be taken and the time at which it may be given again. If necessary, attach an additional

page.

SIGNATURES

If the applicant is at least 18 years of age, the following statement must be read and signed by the student:

I certify that I am at least 18 years of age, that I have read and that I understand the above Agreement, and that I accept and will be bound by its terms and conditions.

Student Signature: _____

Date: _____

If the applicant is under 18 years of age, the following statement must be read and signed by the student's parent or legal guardian:

I certify that I am the parent and legal guardian of the applicant, that I have read and that I understand the above agreement, and that I accept and will be bound by its terms and conditions on my own behalf and on behalf of the student.

I give permission for:

(student)

to participate in all aspects of this trip.

Parent/Guardian Signature/s _____

Date: _____

The student, if at least 18 years of age, or the parent/legal guardian must complete the information below:

Print parent/guardian/s first and last name(s):

Address: _____

Telephone: (CELL, HOME, WORK): _____

Emergency contact's first and last name (other than parent/guardians): _____

Relationship to Student: _____

Emergency Contacts Telephone #s: _____



WALKING TRIPS

Parent/Guardian Authorization and Acknowledgement of Risks for Walking Trips

Instructions: This form is to be completed by parents/guardians to authorize BPS to engage students in day field trips that require walking within a 1-mile radius of the school. This form will apply for all walking field trips during the current school year, and will need to be updated each school year, or as student/family information changes. The school is still required to inform families in advance of walking field trips, and obtain principal/head of school approval.

I understand that my/my child's participation in this field trip is voluntary and may expose me/my child to some risk(s). I have read and understand the description of the field trip (on the front page of this form) and authorize myself/my child to participate in the planned components of the field trip. I assume full responsibility for any risk of personal or property damages arising out of or related to my/my child's participation in this field trip, including any acts of negligence or otherwise from the moment that my student is under BPS supervision and throughout the duration of the trip. I further agree to indemnify and to hold harmless BPS and any of the individuals and other organizations associated with BPS in this field trip from any claim or liability arising out of my/my child's participation in this field trip. I also understand that participation in the field trip will involve activities off of school property; therefore, neither the Boston Public Schools, nor its employees nor volunteers, will have any responsibility for the condition and use of any non-school property. I understand that BPS is not responsible for my/my child's supervision during such periods of time when I/my child may be absent from a BPS supervised activity. Such occasions are noted in the "Supervision" section in this agreement. I state that I

have/my child has read and agree(s) to abide by the terms and conditions set forth in the BPS Code of Conduct, and to abide by all decisions made by teachers, staff, and those in authority. I agree that BPS has the right to enforce these rules, standards, and instructions. I agree that my/my child's participation in this field trip may at any time be terminated by BPS in the light of my/my child's failure to follow these regulations, or for any reason which BPS may deem to be in the best interest of a student group, and that I/my child may be sent home at my own expense with no refund as a result. In addition, chaperones may alter trip activities to enhance individual and/or group safety.

MEDICAL AUTHORIZATION

I certify that I am/my child is in good physical and behavioral health and I have/my child has no special medical or physical conditions which would impede participation in this field trip. I agree to disclose to BPS any medications (including over-the-counter/herbal) and/or prescriptions which I/my child shall or should take at any time during the duration of the field trip. In the event of serious illness or injury to my child/ward, I expressly consent by my signature to the administration of emergency medical care, if in the opinion of attending medical personnel, such action is advisable. Further, I authorize the chaperones listed to act on my behalf as parent/guardian of my child/ward while participating in the trip described above, including the admittance to and release from a medical facility.

____ NO: My child DOES NOT require medication during this trip.

____ YES: My child DOES require medication during this authorized trip.

If you checked yes, please describe in the space below the type of

medication and the required administration of this medication. If medication is taken on an as-needed basis, specify the symptoms or conditions when medication is to be taken and the time at which it may be given again. If necessary, attach an additional page.

SIGNATURES

If the applicant is at least 18 years of age, the following statement must be read and signed by the student:

I certify that I am at least 18 years of age, that I have read and that I understand the above Agreement, and that I accept and will be bound by its terms and conditions.

Student Signature: _____

Date: _____

If the applicant is under 18 years of age, the following statement must be read and signed by the student's parent or legal guardian:

I certify that I am the parent and legal guardian of the applicant, that I have read and that I understand the above Agreement, and that I accept and will be bound by its terms and conditions on my own behalf and on behalf of the student.

I give permission for: _____
(student)

to participate in all aspects of this trip.

Parent/Guardian Signature/s: _____

Date: _____

The student, if at least 18 years of age, or the parent/legal

guardian must complete the information below:

Print Parent/Guardian/s First and Last Name/s:

Address: _____

Telephone: (CELL, HOME, WORK): _____

Emergency Contact's First and Last Name (other than
parent/guardians): _____

Relationship to Student: _____

Emergency Contacts Telephone #s: _____

BPS CHAPERONE AGREEMENT FORM

This form is to be completed by all chaperones of BPS sponsored field trips and submitted to the program leader (lead chaperone).

School Name: _____

Destination: _____

Departure Date: _____ Return Date: _____

All chaperones must agree to abide by the following code of conduct to participate in a BPS sponsored field trip.

SAFETY & RESPONSIBILITY

I understand that my safety, and the safety of other participants, is extremely important during this field trip. I agree to make safety my first priority. I agree to conduct myself in a manner that promotes my safety and the safety of others at all times. I understand that maintaining students' safety requires that students must be supervised by me and/or other chaperones at all times while students are engaged in field trip activities. For overnight and international field trips, I understand that nighttime curfews and room checks for students, as well as morning wake up calls for students, are part of my responsibility. I agree to follow BPS policies, protocols, and guidance of BPS staff when in the field.

DRUG & ALCOHOL POLICY

I understand that the BPS Code of Conduct prohibits students from possessing, using, selling, and/or distributing any of the following on all domestic and international field trips:

Alcohol; marijuana, non-prescribed controlled substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia; unauthorized possession, use or distribution of over the counter medication; and selling of prescription drugs.

The Code also prohibits the use of tobacco products (including e-cigarettes, hookah paraphernalia, and vapor cigarettes). I understand that these prohibitions apply to all students, regardless of age.

I understand that I am forbidden to use or visibly be in possession of tobacco in the presence of students. I also understand that the use of all other drugs, including alcohol, and weapons are strictly prohibited on the field trip.

Chaperone Name (Printed): _____

Chaperone Signature: _____

Date: _____