

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: Burlington Elementary (Grade(s): 5 Class/Activity Group/Team: 5th Grade
 Teacher/Sponsor/Coach: Mary Wilson / Jen Bryant Cell Phone Number: 859-630-3539
 Person trained with current medication administration training CPR/FA/AED credential
Jen Bryant, Stephanie Brockhoft, Julie Mc Cleese, Linda Posnard
 Destination Venue, Location and State: Ephraim Mc Dowell House, Danville KY, Fort Harrodsburg KY
 Trip Location Contact Person: Mary Phone Number: _____
 # Teachers: 5+1 para # Students: 122 # Chaperones: 25 Adult/Student Ratio: 4:1

Date(s) & Times	Cost	Transportation
Departure Date: <u>April 16, 2025</u> Time: <u>7:30</u> AM/PM	Total Cost: \$ <u>5898.50</u> Funding Source: <u>Students & Chaperone</u>	<input type="checkbox"/> District Bus/Van <input checked="" type="checkbox"/> Charter Bus: <u>Executive Charter</u>
Return Date: <u>April 16, 2025</u> Time: <u>5:30</u> AM/PM	Fee to be assessed to students: \$ <u>42.00</u> <small>Attach Student Activity Cost Form 09.15 AP.23</small>	Approved Bid – Company Name <input type="checkbox"/> Other: _____ <small>Attach a copy of Charter Bus Contract.</small>

Meals	At school prior to departure <input type="checkbox"/>	Student Packed <input checked="" type="checkbox"/>	Location where packed lunches will be consumed: <u>Old Fort Harrodsburg</u>
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	Name & Location: Name & Location:	
Over Night	Date:	Lodging:	
	Date:	Lodging:	

Trip Purpose and Core Content/learning targets: Early Kentucky Settlement / see attached pages.
 Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: special ed w/ para.

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.
 Name of trained administrator(s) of routine and emergency medications: Mary Wilson, Jen Bryant, Megan Jackson, Stephanie Brockhoft, Julie Mc Cleese, Linda Posnard
 School Nurse Initials: SN for verification that medications administrator listed above received training.
 Due Date: 4/11/25 to turn in Roster and completed Parent Permission Slips for nurse's final review.
 The following items have been completed or are in process. **(Teacher/Sponsor/Coach must initial below)**

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website
- I have attached an anticipated Trip Itinerary
- I have evaluated the trip site for potential hazards/special requirements
- I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.
- Funds have been secured for indigent students
- If needed, background checks for chaperone approval have been initiated
- Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: Mary M. Wilson Date: February 25, 2025

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**

Destination/Venue Old Fort Harrold State Park
 Venue Address 100 S. College Street, Harrodsburg, KY 40330
 Person or email contacted at venue to discuss EAP Autumn Morrison
 Position/Title of person contacted Director / Coordinator
 Date (s) of contact February 7, 2025
 Is there an Automatic External Defibrillator (AED) on site? yes no? Is it regularly maintained? yes no? If yes, where is it located? office location on site - many trained on use
 Does venue have an emergency response team (ERT) yes no?
 Process to request AED and/or ERT if needed at the scene Emergency Squad within two miles, calling hospital, 911
 Will a portable AED be taken from school on this trip? yes no? If yes, who will be responsible for oversight and location of AED? _____
 Is any other assigned emergency equipment available on field trip? yes no
 If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs.
- If possible, how to gain access.
- Steps that must be taken quickly to initiate the chain of survival.
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
 - Call 911 using cell phone or other means of communication.
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute).
 - Retrieve and use the nearest AED.
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

○ **APPROVAL SIGNATURES REQUIRED**

- **CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES**

○ Principal: [Signature] Date: 2/25/2025
 ○ Required for all trips

○ Superintendent/Designee: _____ Date: _____

○ Overnight Trips

○ Board of Education: _____ Meeting Date: _____

○ Submit forms to Superintendent/Designee for review and submission to the Board for approval.

○ Travel outside the Tri-State area of KY, OH, IN

○ Common Carrier contract including cost

○ Common Carrier Transportation Reason for using a Charter Bus/Plane: _____

○ *All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.*

School-Related Student Trip Request Form

EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)

FOR

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Mc Douell House
Venue Address 125 S. 2nd Street, Danville, KY 40422
Person or email contacted at venue to discuss EAP mcDouellhouse1@att.net
Position/Title of person contacted Lauren Clontz / Coordinator
Date (s) of contact 11/15/24, 12/12/24

Is there an Automatic External Defibrillator (AED) on site yes no? Is it regularly maintained? yes no? If yes, where is it located? _____

Does venue have an emergency response team (ERT) yes no?

Process to request AED and/or ERT if needed at the scene EMT Hospital is .2 miles away.
Fire Department is .4 miles away.

Will a portable AED be taken from school on this trip yes no? If yes, who will be responsible for oversight and location of AED? _____

Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs.
- If possible, how to gain access.
- Steps that must be taken quickly to initiate the chain of survival.
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○ Principal: [Signature] Date: 2/25/2025
○ Required for all trips

○ Superintendent/Designee: _____ Date: _____
○ Overnight Trips

- Board of Education: _____ Meeting Date: _____
- Submit forms to Superintendent/Designee for review and submission to the Board for approval.
- Travel outside the Tri-State area of KY, OH, IN
- Common Carrier contract including cost
- Common Carrier Transportation Reason for using a Charter Bus/Plane: _____
- *All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.*

Ephriam McDowell House and Old Fort Harrodsburg Field Triptinerary
Burlington Elementary - 5th Grade

Apr 16, 2025

7:00 AM	Busses Arrive
7:15 AM	Students Arrive, Check in with Teacher and Board Busses
7:30 AM	Depart Burlington Elementary to travel to Ephriam McDowell House
9:30 AM	Approximate Arrival at Ephriam McDowell House
10:00 AM	Ephriam McDowell House/Constitution Square
11:50 AM	Load Busses for travel to Old Fort Harrodsburg
12:00 PM	Travel to Old Fort Harrodsburg
12:30 PM	Arrival at Old Fort Harrodsburg (lunch at back playground)
1:00 PM	Old Fort Harrodsburg visit
3:15 PM	Load Busses for travel to Burlington
5:30 PM	Approximate arrival at Burlington Elementary

KY Core Standards: 4th & 5th Grades

INTERMEDIATE ARTS AND HUMANITIES

Big Idea: Humanity in the Arts Academic Expectations

2.6 Through the arts and humanities, students recognize that although people are different, they share some common experiences and attitudes.

Grade 4 Enduring Knowledge – Understandings

Students will understand that

- the arts are powerful tools for understanding human experience both past and present.
- the arts help us understand others' (often very different) ways of thinking, working, and expressing ourselves.
- the arts play a major role in the creation and defining of cultures and building civilizations.

Grade 5 Enduring Knowledge – Understandings

Students will understand that

- the arts are powerful tools for understanding human experience both past and present.
- the arts help us understand others' (often very different) ways of thinking, working, and expressing ourselves.
- the arts play a major role in the creation and defining of cultures and building civilizations.

Big Idea: Purposes for Creating the Arts

Grade 4 Enduring Knowledge – Understandings

Students will understand that

- the arts fulfill a variety of purposes in society (e.g., to present issues and ideas, to entertain, to teach or persuade, to design, plan and beautify).
- the arts have value and significance for daily life. They provide personal fulfillment, whether in career settings, avocational pursuits, or leisure.

Grade 4 Skills and Concepts – Visual Arts

Students will

- experience artworks designed to fulfill a variety of specific purposes.

Grade 5 Enduring Knowledge – Understandings

Students will understand that

- the arts fulfill a variety of purposes in society (e.g., to present issues and ideas, to entertain, to teach or persuade, to design, plan and beautify).
- the arts have value and significance for daily life. They provide personal fulfillment, whether in career settings, avocational pursuits, or leisure.

Grade 5 Skills and Concepts – Visual Arts

Students will

- experience artworks designed to fulfill a variety of specific purposes.

Big Idea: Personal Wellness (Health Education)

Academic Expectations

4.1 Students effectively use interpersonal skills.

Grade 4 Skills and Concepts – Social, Mental, and Emotional Health

Students will

- demonstrate social interaction skills by:
 - using etiquette, politeness, sharing, and other social interaction skills.
 - using appropriate means to express needs, wants, and feelings.

Grade 5 Skills and Concepts – Social, Mental, and Emotional Health

Students will

- demonstrate social interaction skills by
 - using etiquette, politeness, sharing, and other social interaction skills.
 - using appropriate means to express needs, wants, and feelings.

INTERMEDIATE
PRACTICAL LIVING



INTERMEDIATE SOCIAL STUDIES

INTERMEDIATE SCIENCE

Big Idea: Interdependence (Unifying Concepts)

Grade 4 Enduring Knowledge – Understandings *Students will understand that*

- all living things depend on their environment and other organisms within it for their survival.

Big Idea: Biological Change (Biological Science)

Grade 5 Enduring Knowledge – Understandings *Students will understand that*

- successful organisms must be able to maintain the basic functions of life in response to normal environmental fluctuations.

Big Idea: Government and Civics

Grade 4 Enduring Knowledge - Understandings *Students will understand that*

- the government of Kentucky was formed to establish order, provide security and accomplish common goals.

Big Idea: Economics

Grade 4 Enduring Knowledge - Understandings *Students will understand that*

- production and distribution of goods and services have changed over time in Kentucky.

Grade 5 Enduring Knowledge - Understandings *Students will understand that*

- production and distribution of goods and services have changed over time in the United States.

Big Idea: Geography

Grade 4 Enduring Knowledge – Understandings *Students will understand that*

- people depend on, adapt to, or modify the environment to meet basic needs. Human actions modified the physical environment and in turn, the physical environment limited and/or promoted human activities in the settlement of Kentucky.

Grade 5 Enduring Knowledge – Understandings *Students will understand that*

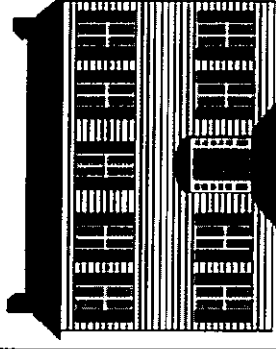
- people depend on, adapt to, or modify the environment to meet basic needs. Human actions modified the physical environment and in turn, the physical environment limited and/or promoted human activities in the settlement of the United States.

Big Idea: Historical Perspective

Grade 4 Enduring Knowledge – Understandings *Students will understand that*

- the history of Kentucky has been impacted by significant individuals, groups, and advances in technology.

**Relevant KY Core
Standards:
4th & 5th Grades**



McDowell House

125 S. Second St.
Danville, KY 40422

(859) 236-2804
www.mcdowellhouse.com
mcdhse@kih.net

Executive Charter, Inc.
 1810 Monmouth St. Newport KY 41071
 859-261-8841
 reservations@executivetransportation.org

Account Name: BURLINGTON ELEMENTARY / BRYANT Acct ID: 9164691

Address: 5946 N ORIENT ST BURLINGTON, KY 41005

Client Contact: JENNIFER BRYANT Phone#: 8599164691

4/16/2025 6:45:00AM	BURLINGTON ELEMENTARY	Confirmation# 3069190
MOTOR COACH 55	FROM: BURLINGTON ELEMENTARY: 5946 N ORIENT ST, BURLINGTON, TO: EPHRAIM MCDOWELL HOUSE / OLD FORT HARROD STATE PARK	FARE: \$1,505.00
TRIP REMARKS:		TIPS: \$50.00
TAKE TO EPHRAM MCDOWELL HOUSE (125 S 2ND ST, DANVILLE, KY 40422) WAIT AND AROUND 12PM TAKE TO OLE FORT HARROD STATE PARK (100 S COLLEGE ST, HARRODSBURG, KY 40330), WAIT AND AROUND 3:15PM DEPART FOR		Total Fare \$1,555.00

4/16/2025 6:45:00AM	BURLINGTON ELEMENTARY	Confirmation# 3069226
MOTOR COACH 55	FROM: BURLINGTON ELEMENTARY: 5946 N ORIENT ST, BURLINGTON, TO: EPHRAIM MCDOWELL HOUSE / OLD FORT HARROD STATE PARK	FARE: \$1,505.00
TRIP REMARKS:		TIPS: \$50.00
TAKE TO EPHRAM MCDOWELL HOUSE (125 S 2ND ST, DANVILLE, KY 40422) WAIT AND AROUND 12PM TAKE TO OLE FORT HARROD STATE PARK (100 S COLLEGE ST, HARRODSBURG, KY 40330), WAIT AND AROUND 3:15PM DEPART FOR		Total Fare \$1,555.00

4/16/2025 6:45:00AM	BURLINGTON ELEMENTARY	Confirmation# 3069227
MOTOR COACH 55	FROM: BURLINGTON ELEMENTARY: 5946 N ORIENT ST, BURLINGTON, TO: EPHRAIM MCDOWELL HOUSE / OLD FORT HARROD STATE PARK	FARE: \$1,505.00
TRIP REMARKS:		TIPS: \$50.00
TAKE TO EPHRAM MCDOWELL HOUSE (125 S 2ND ST, DANVILLE, KY 40422) WAIT AND AROUND 12PM TAKE TO OLE FORT HARROD STATE PARK (100 S COLLEGE ST, HARRODSBURG, KY 40330), WAIT AND AROUND 3:15PM DEPART FOR		Total Fare \$1,555.00

Invoice Total: \$4,665.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

CREDIT CARD PROCESSING FEE: A processing fee of 3% will be added to all credit card payments.

PAST DUE AMOUNTS: A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DAMAGE AND CLEAN UP FEES: If excessive clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

ITINERARY: A specific itinerary is required 2 weeks before the trip, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature _____ Date _____