

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: Whitney Meek Cell Phone Number: 386-795-5295
 Person trained with current medication administration training CPR/FA/AED credential: Julie McLean, Jennifer Bryant, Stephanie Brockhoft
 Destination Venue, Location and State: Evanna McDowell House Danville, Ky
 Trip Location Contact Person: Mary Mead Phone Number: 859-430-3539
 # Teachers: 0 # Students: 110 # Chaperones: 25 Adult/Student Ratio: 4:1

Date(s) & Times	Cost	Transportation
Departure Date: <u>5/14/2024</u> Time: <u>7:30am</u> AM/PM	Total Cost: \$ <u>TBD</u> Funding Source: <u>Students</u> <u>Chaperone</u>	<input type="checkbox"/> District Bus/Van <input checked="" type="checkbox"/> Charter Bus: <u>Executive Charter</u>
Return Date: <u>5/16/24</u> Time: <u>5:30pm</u> AM/PM	Fee to be assessed to students: \$ <u>TBD</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>Ad Ft Harrodsburg</u>
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	School Cafeteria Packed <input type="checkbox"/>	
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: will go to another class

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 Mead, Jennifer Bryant, Julie McLean, Stephanie Brockhoft, Whitney Meek
 School Nurse Initials: SW for verification that medications administrator listed above received training.
 Due Date: 4/1/26 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
- W I have attached an anticipated Trip Itinerary
- W I have evaluated the trip site for potential hazards/special requirements
- W 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.
- W Funds have been secured for indigent students
- W If needed, background checks for chaperone approval have been initiated
- W 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: Whitney Meek Date: 2/25/20

School-Related Student Trip Request Form

**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR**

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Ephraim McDowell House

Venue Address 125 S 2nd St Danville, Ky 40422

Person or email contacted at venue to discuss EAP McDowellHouse1@atl.net

Position/Title of person contacted Carol Semm, Executive Director

Date (s) of contact 8/17/25, 9/18/25, 1/12/2024

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

15.2 miles away. Fire Dept 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 N/A

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: 2-26-2026
○ 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.

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

Account Name: **BURLINGTON ELEMENTARY / BRYANT** Acct ID: **9164691**

Address: **5946 N ORIENT ST BURLINGTON, KY 41005**

Client Contact: **JENNIFER BRYANT** Phone#: **8599164691**

5/6/2026 7:00:00AM	BURLINGTON ELEMENTARY	Confirmation# 3173255
MOTOR COACH 55	FROM: BURLINGTON ELEMENTARY: 5946 N. ORIENT ST. BURLINGTON	
SEE ATTACHED	TO: EPHRAIM MCDOWELL HOUSE / OLD FT. HARROD	FARE: \$1,745.00
TRIP REMARKS:	STATE PARK / RETURN	TIPS: \$50.00
WAIT & RETURN; EPHRAIM MCDOWELL HOUSE: 125 S. 2ND ST. DANVILLE KY 40422 / OLD FT. HARROD STATE PARK: 1200 S. COLLEGE ST. HARRODSBURG, KY 40330 / RETURN TO SCHOOL BY 5:30PM		Total Fare \$1,795.00

5/6/2026 7:00:00AM	BURLINGTON ELEMENTARY	Confirmation# 3173391
MOTOR COACH 55	FROM: BURLINGTON ELEMENTARY: 5946 N. ORIENT ST. BURLINGTON	
SEE ATTACHED	TO: EPHRAIM MCDOWELL HOUSE / OLD FT. HARROD	FARE: \$1,745.00
TRIP REMARKS:	STATE PARK / RETURN	TIPS: \$50.00
WAIT & RETURN; EPHRAIM MCDOWELL HOUSE: 125 S. 2ND ST. DANVILLE KY 40422 / OLD FT. HARROD STATE PARK: 1200 S. COLLEGE ST. HARRODSBURG, KY 40330 / RETURN TO SCHOOL BY 5:30PM		Total Fare \$1,795.00

5/6/2026 7:00:00AM	BURLINGTON ELEMENTARY	Confirmation# 3173392
MOTOR COACH 55	FROM: BURLINGTON ELEMENTARY: 5946 N. ORIENT ST. BURLINGTON	
SEE ATTACHED	TO: EPHRAIM MCDOWELL HOUSE / OLD FT. HARROD	FARE: \$1,745.00
TRIP REMARKS:	STATE PARK / RETURN	TIPS: \$50.00
WAIT & RETURN; EPHRAIM MCDOWELL HOUSE: 125 S. 2ND ST. DANVILLE KY 40422 / OLD FT. HARROD STATE PARK: 1200 S. COLLEGE ST. HARRODSBURG, KY 40330 / RETURN TO SCHOOL BY 5:30PM		Total Fare \$1,795.00

Invoice Total: \$5,385.00

School-Related Student Trip Request Form

EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)

FOR

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Old Ft Harrod State Park

Venue Address 106 S. College St. 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 1/15/20

Is there an Automatic External Defibrillator (AED) on site yes no? Is it regularly maintained? yes no? If yes, where is it located? in office on site many staff 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 Imagines Squad within 2 miles call 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 N/A

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: 2-26-2020

○ 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 Trip Itinerary
Burlington Elementary – 5th Grade
May 6, 2026

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

INTERMEDIATE SOCIAL STUDIES

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*

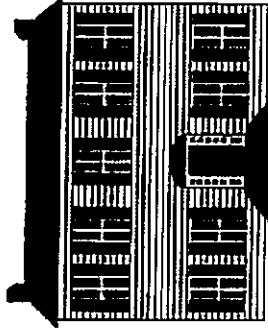
- people depend on, adapt to, or modify the environment to meet basic needs. Human actions modified the physical environment and in turn, the physical environment limited and/or promoted human activities in the settlement of the United States.

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@kjh.net