

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

### Field-trip Guidelines, Permission Slips, Medical and Planning Protocol, SY'2017-2018

As previously announced, in preparation for planning a BPS/Tobin Field-trip, Tobin K-8 educators will follow the action steps outlined in the Protocol below. All necessary Field-trip forms are posted on the Tobin Handbook <http://tobink8.org/handbook.html> | Protocols/Forms TAB.

BPS Field trip Guidelines, SY'2017-2018

<https://docs.google.com/document/d/15fya-FKEteLuOS-xmsmSI-Mm6FoJfsiMvRjW3nwruSs/edit>

#### Field-trip Planning Protocol:

Here are the necessary steps to execute a BPS Field Trip at the Tobin school

1. Educator will complete the Day Field Trip Request Form and submit to Principal Toledano for approval and signature.

• Click link to view form on p.8-9

<https://docs.google.com/document/d/15fya-FKEteLuOS-xmsmSI-Mm6FoJfsiMvRjW3nwruSs/edit>

2. Educators will confirm funding if necessary for Busses with Principal Toledano and then (if applicable) with Ms. Gomez to order and secure busses

3. Educators will complete the BPS Parental Authorization for Day Field Trip Form and secure permission from each parent to attend with their signature and release for medical

• English Field Trip Form

[http://www.tobink8.org/handbook/BPS\\_Fieldtrip\\_Form\\_English\\_2017-2018.pdf](http://www.tobink8.org/handbook/BPS_Fieldtrip_Form_English_2017-2018.pdf)

• Spanish Field Trip Form

<https://drive.google.com/file/d/0B3uV5Tndvx1zdGZDZXpoSHJZSnJ4MTNud0xmcEdfRWg1bmNr/view>

4. Educators will meet with Nurse Papadopolous (2 weeks prior to field trip) to confirm any and all medical needs including: attending HR's, destination, time frame of fieldtrip, person in charge of taking the Nurse Emergency bag.

5. Educators will communicate with Cafe Manager Santana to confirm if bag lunches are needed for the field trip or if the field trip decreases the number of lunches needed for a specific grade(s) or Academy.

6. Educators will arrange placement of any students not attending the field-trip with colleagues within respective academies or across academies if/as necessary. Educators will communicate placement of students with main office PRIOR to departing for field-trip in case of parental contact, early dismissal, or partnership services on same day.

Thank you,

Efrain Toledano, Principal

John Holly, Director of Instruction

Cc: Courtney Kinney, CFC, Ms. Santana, Café Manager, Nurse Papadopolous