

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State/Overnight Travel

Date:

January 25, 2022

Dept:

FHS

Reason:

Past practice of the Committee requires a vote to allow students/staff to travel outside of the State/Country

Enclosure

Yes

Background

Recommendation:

Jazz Festival Recurring Field Trip

I recommend approval of the request of Diane Plouffe to take Jazz Band students to the University of New Hampshire, Durham, NH, on March 12, 2022 to participate in the Annual Jazz Festival as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

<u>Vote Tabulator</u>	
C. Bernstein:	Y / N
D. Callaghan:	Y / N
Al Charles:	Y / N
E Stokes:	Y / N

D. McNeill:	Y / N
M. Whitmore:	Y / N
D Spencer:	Y / N
Action:	_____

Extended Field Trip Form

Leighanne Rudsit

Clark Terry/UNH Jazz Festival - Saturday, March 12th, 2022

2 Jazz Bands

- a. Destination - University of New Hampshire, Durham NH
- b. Departure/Return Times - 7:00am Depart / 11:00pm Return, March 12, 2022
- c. Itinerary - 2 Jazz Big Bands to perform for adjudication throughout the day followed by an evening concert by professionals at 7:00pm
- d. Summary/Purpose/Educational Alignment - Musical Performances with Clinician Adjudication and Listening to Professional Musicians
- e. Trip Expense - \$500 Total Festival Fees & \$1,000 Bus Charge, paid by FHS Music Budget
- f. Description of how accessible to limited income families / Fundraising plan (Free for participating students)
- g. Accessibility for students with disabilities - Yes
- h. Number of students needed to support trip - 39
- i. Number of chaperones in attendance - 1 Teacher, 1 Parent
- j. Method of Transportation/Travel Agency/Organization Info - Holmes Bus
- k. Documentation that all students, advisors, chaperones have full trip insurance
- l. Emergency plan/medical care plan/administration of medication (Health Services On-Site)
- m. CORI for Chaperones
- n. Extended Field Trip Waiver Form for Overnight trips

FRANKLIN HIGH SCHOOL FIELD TRIP REQUEST FORM

Important Reminders:

- This form should be **completed by the supervising staff member** of the field trip.
- Please submit this request at least **four weeks prior** to the requested date.
- Please submit a **hard copy of this form with the list of students** attending attached to Maria Weber.
- There should be **no cost** to students for field trips scheduled during the school day.
- **Take attendance** and inform Jen Petrillo prior to leaving for the field trip.
- No field trips may be taken before September 15 and after June 1 or during the last 2 weeks of a term.

Please refer the FHS Faculty Handbook for more information about field trips including the Extended Field Trip policy and its approval process.

Once the field trip is approved, the list of students will be forwarded to the nurse who will assess any medical needs. The supervising staff member will be notified via email about the approval of the field trip and any medical concerns. Please read this Situational Responsibilities document from the nurse's office.

Field Trip Information:

Supervising staff member: Leighanne Rudsit Cell #: 617-777-6136

Other teachers/staff attending: TBD

Date of field trip: March 12, 2022 Destination: UNH Durham, NH

Departure time: 7:00am Return time: 11:00pm Mode of transportation: Bus

Course name and section # of class(es) attending: Jazz Bands (After School & 3,5 Day)

Please provide a brief explanation of the purpose of this field trip.

Clark Terry / UNH Jazz Festival _ Jazz students will perform for adjudication and work with a clinician as well as hear professional musicians perform

Request Class Coverage/Substitute Coverage:

If **two or more periods** need to be covered, a professional day request must be filled out and approved prior to submitting field trip request. CLICK HERE

If just **one period** coverage is needed, CLICK HERE

Department Head: Diane Blouffe Date: 12/17/21

Assistant Principal: _____ Date: _____

Principal (Extended FT) [Signature] Date: 12-23-21

Reviewed by Nurse: _____ Nurse recommended? (Y) (N) Date: _____

FRANKLIN HIGH SCHOOL FIELD TRIP PERMISSION FORM (In-School or Out-of-School)

Supervising staff member: Leighanne Rudsit

Student name: _____

Date of trip: 3/12/22 Destination: UNH Durham, NH

Departure time: 7:00am Return time: 11:00pm

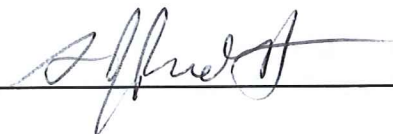
Mode of transportation: Bus Cost: Paid with Dept. Budget

Meal arrangements: Students Bring Food or Money for both Lunch and Dinner

Educational objective for trip: Jazz Students will perform for adjudication and work with clinicians as well as hear professional musicians perform

In order for students to be eligible for this trip, approval must be granted by parent (or guardian) and also by the teachers whose classes will be missed. Students are required to make-up all work missed and are responsible for all assignments issued. All school rules and regulations apply during the time away from school. This form must be completed and returned to the Supervising Staff member by no later than two (2) weeks prior to the date of the trip.

Teacher Signature: _____



To Parents (To be completed and signed by parent/guardian):

In order to protect your child more fully, your cooperation is requested in providing the information below. Illness and accidents do occur, and the information you provide may be of help to your child. In case of accident, we attempt to notify parents, but this is not always possible.

As a matter of law, the School Department cannot pay for medical treatment, other than first aid, for a child who is injured at school or on an in-school or out-of-school field trip. I understand that a field trip nurse may not be in attendance.

If one or both parents work, please give the name of a person who will be responsible for the child (perhaps your next door neighbor).

The parent will, of course, be notified by telephone if there is a telephone connection. If you do not have a telephone, or if you work during the day away from home, what provision do you wish to make for the child's transportation?

Signature of parent/guardian _____ Date _____

It is our hope that the information on this form will never be used, but it can be of real importance if an accident does occur.

**PARENTS SHOULD BE PREPARED TO TRAVEL TO THE FIELD TRIP SITE
IN CASE OF ILLNESS OR OTHER EMERGENCIES.**

Student name: _____

Home address: _____

Home phone number: _____

Parent name and phone number: _____

Parent name and phone number: _____

Persons to contact if parents are not available:

Name and phone number: _____

Name and phone number: _____

Name and phone number of family physician:

**PLEASE LIST (BELOW) ANY ALLERGIES, MEDICATIONS OR OTHER MEDICAL INFORMATION
THE TEACHER OR ANY ATTENDING PHYSICIAN MAY NEED.**

FRANKLIN HIGH SCHOOL FIELD TRIP PERMISSION FORM (In-School or Out-of-School)

Supervising staff member: Leighann Luelsit

✗ Student name: _____

Date of trip: 3/12/22 Destination: UNH Durham NH
~~In school auditorium~~

Departure time: 7:00am Return time: 11:00pm

Mode of transportation: Bus Cost: — (School Paid)

Meal arrangements: Bring Food or \$ for lunch + dinner

Educational objective for trip:

UNH Clark Terry Jazz Festival
Performance, Auction, & Concert

In order for students to be eligible for this trip, approval must be granted by parent (or guardian) and also by the teachers whose classes will be missed. Students are required to make-up all work missed and are responsible for all assignments issued. All school rules and regulations apply during the time away from school. This form must be completed and returned to the Supervising Staff member by no later than two (2) weeks prior to the date of the trip.

Teacher Signature: [Signature]

Students must bring this form to each of their teachers to review and sign.

Period	Course	Approved	Not Approved	(if not approved, rationale)
A				
B				
C				
D				
E				
F				
G				

SATURDAY

To Parents *(To be completed and signed by parent/guardian):*

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 **Signature of parent/guardian** _____ **Date** _____

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Home address: _____

Home phone number: _____

Parent name and phone number: _____

Parent name and phone number: _____

Persons to contact if parents are not available:

Name and phone number: _____

Name and phone number: _____

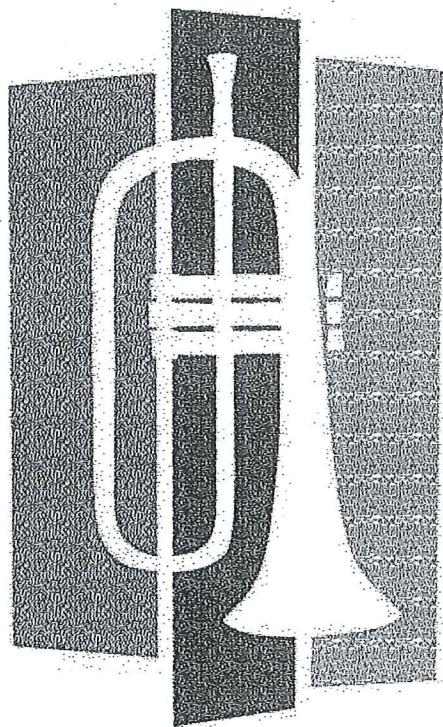
Name and phone number of family physician:

**PLEASE LIST (BELOW) ANY ALLERGIES, MEDICATIONS OR OTHER MEDICAL INFORMATION
THE TEACHER OR ANY ATTENDING PHYSICIAN MAY NEED.**



Music

The Clark Terry UNH Jazz Festival



CLARK TERRY

UNH JAZZ FESTIVAL

Jazz Fest 2022 Saturday, March 12

AT THIS TIME, THE JAZZ FESTIVAL IS ON SCHEDULE TO RUN. PLEASE CHECK HERE FOR UPDATES AS THE DATE APPROACHES. WE WILL KEEP IT UPDATED WITH ANY CHANGES OR CANCELLATIONS.

The annual UNH jazz festival features guest artists, UNH jazz faculty, the UNH Jazz Band, and high- and middle-school students from throughout New England.

The UNH jazz faculty enjoyed a long-standing relationship with jazz great, Clark Terry. In his honor and name, the Music Department holds an annual jazz festival. The festival includes adjudicated performances by high- and

middle-school groups, clinics and performances by guest artists and UNH students, and gala concerts by guest artists and the UNH Jazz Band.

Each year, the festival attracts jazz groups from 55-60 high schools and middle schools throughout New England and New York. Performing groups include high school big bands, middle school big bands, jazz combos, jazz choirs, as well as solo vocalists. All groups are adjudicated and given written and recorded comments.

APPLY TO JAZZ FEST

- > Jazz Fest Registration Form 2022
- > Letter to Directors 2022 

CONTACT INFORMATION

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Lyndsay Boysen

Program Assistant

Summer Youth Music School

Clark Terry UNH Jazz Festival

Email: clarkterryjazzfestival@gmail.com