

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State/Overnight Travel

Date:

October 25, 2022

Dept:

JFK

Reason:

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

Enclosure

Yes

Background

Recommendation:

JFK Recurring Field Trip

I recommend approval of the request of Mary MacMurray to take JFK 4th & 5th grade music students to the Veteran's Auditorium on May 26, 2023 for a concert 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:	_____

OCT 11 2022

Trip Approval Process for Extended Field Trip

The trip advisor(s) shall submit a proposal to the School Committee providing the following information:

- a. Destination – **1 Avenue of the Arts, Providence, RI 02903**
- b. Departure/expected return dates –
 - A. **JFK Friday, May 26, 2022**
 - B. Itinerary **8:30-11:30, 9:45 am show**
- c. Summary of trip purpose/educational alignment –
This trip connects to our fourth and fifth grade music unit: Recorders Students will be able to cover all the standards with concert repertoire and then perform live with professional musicians. This is also a great preview into future band or orchestra ensembles.
- d. Trip expense, inclusive of all costs
 - A. **JFK \$1,780**
- e. Description on how the trip will be accessible to students from limited income families-fundraising plan **Trip is paid for by the JFK PCC.**
- f. Accessibility for students with disabilities – **Theater is accessible to all students.**
- g. Number of students needed to support trip **148 students**
- h. Number of chaperones in attendance – **20 chaperones**
- i. Method of transportation and/or travel agency/organization information **Holmes bus transportation**
- j. Documentation that all students, advisors and chaperones will have full trip insurance – **N/A**
- k. Emergency plan including medical care plan including plan for to administration of medication – **A nurse will be accompanying students with all necessary medication and plans.**
- l. CORI for Chaperones – **Only parents with a completed CORI will chaperone this field trip.**

Trip Advisor: Mary MacMurray
Music Department
John F. Kennedy Elementary School

Proposal should be submitted to principal for initial approval then forwarded to Superintendent of Schools

The Superintendent will review and present to the School Committee as an Action Item without requirement of presentation by the trip advisor.

**Franklin Public Schools
Field Trip Approval Form-Form #1
Kindergarten-8th Grade**

(Check all that apply) ☒ **During School Day** ☐ **Beyond School Day** ☐ **Music Dept. Trip**

Part I-To be completed by field trip coordinator (FTC) (submit at least 4 weeks before date of trip).

-Upon completion of Part I (*including initials & date) give to School Nurse for Part II completion

-After completion of Part II School Nurse will return form to FTC.

-FTC will do the following:

-review FT nurse status as determined by the school nurse

-complete Part III with date & FTC signature

-submit to principal for approval

School Name: John F. Kennedy Elementary School Class/Club/Other: Music, Grades 4 and 5

Field Trip Destination: The Vets, 1 Avenue of the Arts, Providence, RI

Means of Transportation: Buses

Field Trip Date: Friday, May 26, 2022 Field Trip Time: 8:30 to 11:30

Food will/will not (circle one) be offered on this field trip. If yes, explain _____

Number of Students: 148 students Curriculum Correlation: Recorder Curriculum

Cost per Student: \$5 Cost to District: \$0 Source of Funding: PCC

Field Trip Coordinator/Contact Person: Mary MacMurray

Chaperones: Mary MacMurray - music nurse 7 classroom teachers

2 EA's if needed 12 parents

Chaperones are CORI'd: ☒ **Yes** ☐ **No**

*** Upon completion of Part I, check, date & initial below prior to giving to School Nurse.***

The field trip coordinator will provide the school nurse with a list of students attending the field trip.

MM Initials

9/14/22 Date

****FORM #1****

Part II-To be completed and signed by the school nurse and returned to the FTC.

-FTC will do the following:

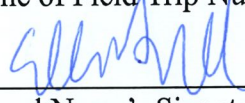
- review FT nurse status as determined by the school nurse**
- complete Part III with date & FTC signature**
- submit to principal for approval**

School Nurse will generate a list of health concerns for review. Based on the review, the school nurse recommends:

☒ that a nurse attends this field trip

☐ that due to the absence of significant medical issues, a nurse does not need to attend this field trip.

Name of Field Trip Nurse, if known, (if recommended): TBD


School Nurse's Signature

9/15/22
Date

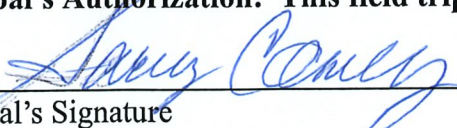
Part III-To be signed & dated by FT Coordinator. Once completed submit to Principal for approval.


Field Trip Coordinator Signature

9/15/22
Date

Part IV-To be completed and signed by Principal.

Principal's Authorization: This field trip is ☒ approved ☐ not approved.


Principal's Signature

10/1/22
Date