

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:**

Out of State Travel

**Date:**

February 26, 2019

**Dept:**

Keller

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**Reason:**

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

**Enclosure**

Yes

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**Background**

**Recommendation:**

Keller Recurring Field Trip – Roger Williams Zoo

I recommend approval of the request of Beth Jensen (Keller Gr. 5 Teacher) to take 5<sup>th</sup> graders to Roger Williams Zoo, in Providence, RI on May 10, 2019 as detailed.

**Action Requested of the School Committee:**

Majority vote of the Committee is required.

<u><b>Vote Tabulator</b></u>	
A. Bergen: Y / N	D. Schultz: Y / N
C. Douglas: Y / N	MJ Scofield: Y / N
D. Feeley: Y / N	G. Zub: Y / N
M. Linden: Y / N	Action: _____

**\*\* FORM #1 \*\***

**Franklin Public Schools  
Field Trip Approval Form-Form #1  
Kindergarten-8<sup>th</sup> 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: Helen Keller Elementary Class/Club/Other: Grade 5

Field Trip Destination: Roger Williams Zoo - Providence, RI

Means of Transportation: Bus

Field Trip Date: May 10, 2019 Field Trip Time: 9:00 AM to 2:30 PM

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

Number of Students: approx. 80 Curriculum Correlation: Related to Ecosystems -

Cost per Student: \$13 Cost to District: \$1946 Source of Funding: pec Life Science standard

Chaperones \$16 Bus - \$650  
Field Trip Coordinator/Contact Person: Beth Jensen - Grade 5 Teacher

Chaperones: TBD

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.

BG Initials

12/17/18 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): to be determined

Twadaly RN  
School Nurse's Signature

12/17/18  
Date

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

B. J. Jones  
Field Trip Coordinator Signature

12/17/18  
Date

**Part IV-To be completed and signed by Principal.**

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

Emt Slatt  
Principal's Signature

1/30/19  
Date

### **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 - **Roger Williams Zoo - Providence, RI**
- b. Departure/expected return dates - **Friday, May 10, 2019 - 9:30-2:30**
- c. Itinerary - **In addition to the zoo tour, students will participate in a program that directly and effectively supports the content we teach in accordance with the Science Massachusetts Curriculum Frameworks.**
- d. Summary of trip purpose/educational alignment - **The fifth grade will be participating in the "Web of Life" program which directly relates to the Life Science Standard; Ecosystems: Interactions, Energy, and Dynamics. This is the description from the zoo website - *Web of Life - A healthy ecosystem is one in which multiple species of different types are each able to meet their needs in a relatively stable web of life. Students will examine how organisms in a local ecosystem are interrelated.***
- e. Trip expense, inclusive of all costs - **Cost per student \$13, Cost per chaperone \$16, Bus Cost - \$650 - Total cost - \$1946**
- f. Description on how the trip will be accessible to students from limited income families-fundraising plan **N/A - PCC is the source of funding for all students.**
- g. Accessibility for students with disabilities - **Trip is accessible for all students attending.**
- h. Number of students needed to support trip - **Approximately 80 students will be attending.**
- i. Number of chaperones in attendance - **Approximately 12 parents and 4 teachers.**
- j. Method of transportation and/or travel agency/organization information - **Bus/Van**
- k. Documentation that all students, advisors and chaperones will have full trip insurance - **N/A**
- l. Emergency plan including medical care plan including plan for to administration of medication - **A nurse will be accompanying students on the field trip.**
- m. CORI for Chaperones - **Will be completed once parent chaperones are chosen.**
- n. Extended Field Trip Waiver-only applicable if overnight trip - **N/A**

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.