

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

May 14, 2019

Dept:

RMS

Reason:

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

Enclosure

Yes

Background

Recommendation:

RMS Field Trip – Stadium Theater

I recommend approval of the request to take RMS 6th Graders to Stadium Theater for the Imagination Series in Woonsocket, RI on June 5, 2019 as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

<u>Vote Tabulator</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: _____

MAY 3 2019

2018-19 Field Trip Proposal

Remington Middle School Grade 6

Stadium Theater (Woonsocket, RI) - June 5, 2019

A	Destination	Professor Wow's Science Show – Stadium Theater, Woonsocket, RI
B	Departure/expected return dates	Leave RMS @ 9:15 AM on June 5 Return to RMS @11:40 AM on June 5
C	Itinerary	Leave RMS @ 9:15 AM Arrive at theater @ 9:45 AM 10:00-11:00 Professor Wow's Science Show Leave theater @ 11:15 AM Return to RMS @11:40 AM
D	Summary of trip purpose/educational alignment	Science- Inquiry and Physical Science (Variables, Hypotheses, Density, Volume, Mass, Heat transfer)
E	Trip expense, inclusive of all costs	Students 121*\$10= \$1210 Adults 12*\$0=\$0 Adults 1*\$10=\$10 Buses 3*\$300=\$900 1 Nurse=\$150 Total expense: \$2270.00
F	Description on how the trip will be accessible to students from limited income families-fundraising plan	Entirety of trip funded by Remington PCC
G	Accessibility for students with disabilities	NA: The theater is accessible to all students in grade 6.
H	Number of students needed to support trip	121 students attending
I	Number of chaperones in attendance	13 chaperones and nurse
J	Method of transportation and/or travel agency/organization information	District buses – Holmes Bus Company
K	Documentation that all students, advisors and chaperones will have full trip insurance	N/A: Trip not overnight.
L	Emergency plan including medical care plan including plan for to administration of medication	Nurse will be attending trip. All phone numbers of teachers will be shared in case of emergency.
M	CORI for Chaperones	NA: All Chaperones are RMS teachers.
N	Extended Field Trip Waiver-only applicable if overnight trip	NA

Any questions please contact Keith Turner, field trip coordinator: kturner@franklinps.net

**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: Remington MS Class/Club/Other: 6th Grade

Field Trip Destination: Stadium Theater, Woonsocket, RI - Professor Wow's Science Show

Means of Transportation: Bus

Field Trip Date: 6/5/2019 Field Trip Time: 9:00 to 12:00

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

Number of Students: 121 Curriculum Correlation: Inquiry and Physical Science (Variables, Hypotheses, Density, Volume, Mass, Heat Transfer)

Cost per Student: \$10 Cost to District: \$1220 Source of Funding: PCC

Field Trip Coordinator/Contact Person: Keith Turner

Chaperones: 6th Grade Teachers

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.

_____ KRT _____ Initials

4/4/2019 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): _____

Katherine Perkins, RN
School Nurse's Signature

4/25/19
Date

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

[Signature]
Field Trip Coordinator Signature

4/26/19
Date

Part IV-To be completed and signed by Principal.

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

[Signature]
Principal's Signature

4/26/19
Date

SITUATIONAL RESPONSIBILITIES

If the field trip occurs during the school day and a nurse is recommended:

- The school nurse will arrange for a field trip nurse to attend.
- The school nurse will provide the field trip nurse with a list of student health concerns, medications, copies of medication orders, a copy of standing orders, healthcare plans (if applicable) and first aid supplies.
- School nurse will be available for consultation as needed.

If the field trip occurs during the school day and a nurse is not recommended:

- The school nurse will provide the trip coordinator with first aid supplies if needed.
- Parents will notify the trip coordinator of any student health concerns by documenting them on the permission form.
- No stock medications will be provided. PRN medications that are covered by self administration laws (prescription inhalers, prescription enzyme supplements, glucose monitoring tests and insulin delivery system, and epinephrine -per 71 M.G.L., 54B) may be carried by students.

If the field trip occurs beyond the school day and a nurse is recommended:

- The school nurse may assist the trip coordinator in arranging for a field trip nurse.
- The school nurse will provide the field trip nurse with a list of student health concerns, copies of medication orders, a copy of standing orders, health care plans (if applicable) and first aid supplies.
- Medications that have been provided for school day use will be given to the field trip nurse. Parents may be requested by the school nurse to supply their student's medications for the field trip. The field trip nurse will be responsible for proper storage and for returning of medications.
- *If the field trip is staffed by a parent/nurse volunteer, parent permission forms with student health concerns as identified on the form by parents, will be given to the nurse volunteer by the field trip coordinator. School nurse will not share health information, however if parent signs field trip consent to share medication order with volunteer nurse, school nurse will do so. First Aid supplies may be provided if needed.*
- If a student needs a medication that is not prescribed for the school day, parents must provide the field trip nurse with a completed Medication Order Form along with the medication, prior to the field trip.
- **NOTE:** If the after school field trip involves more than one school, please suggest that the field trip nurse be compensated for an extra hour of work. This will allow for the collection of health concern information, medications and first aid supplies from all school nurses, prior to the field trip. This must be approved by Central Office.

If the field trip occurs beyond the school day and a nurse is not recommended:

- The school nurse will provide the trip coordinator with first aid supplies if needed.
- Parents will notify the trip coordinator of any student health concerns by documenting them on the permission form.
- No stock medications will be provided. PRN medications that are covered by self administration laws (prescription inhalers, prescription enzyme supplements, glucose monitoring tests and insulin delivery system, and epinephrine -per 71 M.G.L., 54B) will be provided by parents.

If the field trip is out of state:

- The school nurse or field trip nurse will contact that state's Board of Registration in Nursing to find out what their regulations are for practicing on a temporary basis within their state.
- **NOTE:** NY, VA and Washington, DC do have 'exception to practice laws' which allow a school nurse, traveling through that state, to provide care to their students while on a field trip.

BUS TRAVEL GUIDELINES FOR FIELD TRIP NURSE

- The field trip nurse should ride on the last bus.
- If the nurse is needed for a student on a different bus, that bus will stop and wait for the bus with the nurse.
- The buses should not separate so the nurse is available to the entire group at all times.
- The nurse should not be assigned a group of students to supervise on the field trip.

Revised 3/21/18



Stadium Theatre Imagination Series

2018-2019 Season

Terms and Conditions

Reservations & Seating

- The Imagination Series is presented for children in grades K-12. Home schools are welcomed and must provide proper documentation from the local school department or homeschool association.
- When making your reservation, ***please be sure to indicate any physical limitations that restrict seating assignment.*** For the safety of all patrons, anyone requiring the use of a walker or wheelchair must remain with their assistance device and sit in the designated seating area. Handicap accessible seating is limited and **must** be reserved in advance. This policy is strictly adhered to and may result in non-admittance to the performance.
- ***A 50%, non-refundable deposit is required*** to confirm your reservation. **Full payment is due 2 weeks prior** to the performance. The Stadium reserves the right to cancel unpaid reservations after the due date.
- All seats are \$10. One complimentary chaperone ticket is provided for every 10 student tickets purchased. Payments are non-refundable and no credits will be issued for unused seats.
- Children under the age of 2 are not permitted. All guests, regardless of age, must have a paid seat.
- You will not receive printed tickets. When you arrive, an usher will assist you to your reserved seats.
- **Backpacks and outside food / drinks are prohibited.**

Late Arrivals

- All shows start promptly at 10:00 am. **Please plan on arriving by 9:30 am.**
- We are not able to hold a performance for late arrivals. If your group arrives after the performance has begun, you will be seated at the discretion of the ushers.

Theater Etiquette

- Teachers are asked to prepare students in advance about the need for courtesy to both performers and fellow audience members before, during and after the show.
- Please encourage restroom stops before the performance begins.
- Guests shall be respectful of others around them. This includes talking, making noises (voluntary or involuntary) during a performance and wearing heavy perfumes or colognes. If disruptive behavior or situations persist, an usher may request your group to exit the theatre.
- Taking photographs or recordings during the performance is strictly prohibited.

Cancellations

- If school is cancelled or delayed due to inclement weather, your school will be issued a credit to be applied to a future Imagination Series show.
- In the rare event that a performance is cancelled by the Stadium, your school will receive a full refund. If preferred, you may receive a credit for a future Imaginations Series show.

Bus Parking & Dismissal Procedure

- ***Unless otherwise directed***, buses must unload students on Federal Street behind the theatre. Once students have disembarked, buses will either be advised to park in the Stadium lot or at BPO Elks Lodge at 380 Social Street (directions attached). Once at the Elks, a parking attendant will assist you.
- Bus drivers should remain with their bus and be ready to return to the Stadium when directed by the Elks attendant.
- At the conclusion of the performance, ***your group must remain seated until called for dismissal.***

Handicap Accessibility & General Parking

- Guests requiring handicap accessibility may park in the Stadium lot on Federal Street.
- All other guests may park in the municipal lot located across the street from the main entrance of the theatre (near the Civil War monument).

TO CONFIRM YOUR RESERVATION, PLEASE SIGN BELOW AND RETURN TO THE STADIUM

School Name: Remington Middle School # of Buses 3 Phone: 508-541-2130
Authorized Signature: _____ Date: 12/18/2018

For additional information, please contact Diane Landry at 401-762-4545 ext.102 or visit our website www.stadiumtheatre.com

Stadium Theatre Performing Arts Centre, 28 Monument Square, Woonsocket, RI 02895



2018-2019 IMAGINATION SERIES RESERVATION FORM



A 50% deposit is required to confirm your reservation. Please send to:

Stadium Theatre, 28 Monument Square, Woonsocket, RI 02895

Any questions, please call Diane Landry at 401-762-4545 ext. 102

Performance	Approx. Run Time	Suggested Grade(s)	Day	Date	Total # of Students @ \$10 per ticket	Chaperones (one free for every 10 paid students)		Total Attending	Total Due	Paid	Balance
ALL SHOWS START PROMPTLY AT 10:00 AM						FREE	PAID				
Shrek	2 hours	All Ages	Fri	10/12/2018					\$ -	\$ -	\$ -
School of Rock Youth Edition	2 hours	All Ages	Fri	11/2/2018					\$ -	\$ -	\$ -
Elf Jr.	1 hr. 30 min	All Ages	Fri	11/16/2018					\$ -	\$ -	\$ -
A Christmas Carol	2 hours	All Ages	Fri	12/14/2018					\$ -	\$ -	\$ -
A Christmas Carol	2 hours	All Ages	Fri	12/21/2018					\$ -	\$ -	\$ -
Sister Act	2 hours	6-12	Fri	2/15/2019					\$ -	\$ -	\$ -
Peter Pan Jr.	1 hr. 30 min	All Ages	Fri	3/29/2019					\$ -	\$ -	\$ -
Dinosaur Quest	1 hour	K-6	Fri	5/3/2019					\$ -	\$ -	\$ -
Grease	2 hours	6-12	Fri	5/10/2019					\$ -	\$ -	\$ -
Professor Wow's Science Show	1 hour	K-8	Wed	6/5/2019	121	12	1	134	\$ 1,220.00	\$ -	\$ 1,220.00
Totals									\$ 1,220.00		\$ 1,220.00

Organization: Remington Middle School

Contact: Keith Turner

Email: kturner@franklinps.net

Street address: 628 Washington Street

City: Franklin

State: MA

Zip: 02038

Telephone: 508-541-2130

Fax:

HANDICAP ACCESSIBLE seating requested:

**** PLEASE INITIAL BELOW AND INDICATE THE NUMBER OF BUSES AND/OR VANS FOR YOUR GROUP ****

School Representative Initials

of Buses

3

of Vans