

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

February 27, 2018

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:

I recommend approval of the request of Leighanne Rudsit for the recurring field trip for the Jazz Band to attend the UNH Jazz Festival on March 10, 2018 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: _____

Extended Field Trip Form - Leighanne Rudsit, Jazz Band UNH Jazz Festival
Saturday, March 10th, 2018

- a. Destination - University of New Hampshire, Durham NH
- b. Departure/Return Times - 7:00am Depart / 10:00pm Return, March 10th
- c. Itinerary - All Jazz Combos and Jazz Big Band to perform for adjudication throughout the day, evening concert by professionals at 7:00pm
- d. Summary/Purpose/Educational Alignment - Musical Performance with adjudication
- e. Trip Expense - \$1,000 paid by FHS Budget (MUSIC)
- 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 - 25
- i. Number of chaperones in attendance - 1
- 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

PR
1/24/18

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 Terry Beck 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.

Field Trip Information:

Supervising staff member: Lighthouse Ruds H Cell #: 617-777-6136

Other teachers/staff attending: _____

Date of field trip: 3/10/18 Destination: UMH Durham, NH

Departure time: TBD Return time: TBD Mode of transportation: Bus

Course name and section # of class(es) attending:

Jazz Band + Jazz Studio 1806 + 1809

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

Jazz Festival Performance + Adjudication

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](#)

Assistant Principal: P. R. Date: 1/24/18

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 Rieds

Student name: _____

Date of trip: 3/10/18 Destination: UNH Durham NH

Departure time: TBD Return time: TBD

Mode of transportation: Bus Cost: _____

Meal arrangements: Bring it or Food

Educational objective for trip:
Jazz Performance + Audiation

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: Leighanne Rieds

Student 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				

PP