

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

May 8, 2018

Dept:

Oak Street

Reason:

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

Enclosure

Yes

Background

Recommendation:

Music Field Trip - Recurring

I recommend approval of the request of Diane Plouffe to take Music students to Canobie Lake Park in Salem, NH on June 8, 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: _____

Diane Plouffe, Director of Music
Franklin Public Schools
218 Oak Street
Franklin, MA 02038
May 1, 2018

Dr. Ann Bergen, Chair
Franklin School Committee
355 East Central Street
Franklin, MA 02038

5/1/18

Dear Dr. Bergen,

On behalf of the Franklin Public Schools middle school music staff, I would like to request permission to take our music students on a field trip to Canobie Lake Park in Salem, New Hampshire. The trip will occur after school on Friday, June 8, 2018 from 2:00 p.m. – 10:00 p.m. The trip will serve as a year end celebration for our 7/8th grade music students.

The cost of the trip for each student will be \$55.00. The price includes transportation, park admission fee and a meal inside the park. The Music Boosters will assist with scholarships for those students who are in need.

There will be one chaperone for every ten students who will be going on the trip and all chaperones will complete a CORI form. The transportation for this trip will be provided by the Holmes Bus Company.

Canobie Lake Park has a medical station on the premises.

It is our hope that we will be able to take the middle school music students on this trip.

Thank you for your consideration in this matter.

Sincerely,

Diane Plouffe

Cc: Dr. Sara Ahern
Mr. Peter Light

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** - *Canobie Lake Park*
- b. **Departure/expected return dates** - *June 8*
- c. **Itinerary** - *Depart School at 2:00 PM and return at 10:00 PM*
- d. **Summary of trip purpose/educational alignment** - *Team building, end of year celebration*
- e. **Trip expense, inclusive of all costs** - *\$55*
- f. **Description on how the trip will be accessible to students from limited income families-fundraising plan** - *Scholarships will be made available with assistance from the Music Boosters.*
- g. **Accessibility for students with disabilities** - *N/A*
- h. **Number of students needed to support trip** - *N/A*
- i. **Number of chaperones in attendance** - *1 for every 10 students*
- j. **Method of transportation and/or travel agency/organization information** - *Holmes Bus Company*
- 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** - *There is medical assistance available in the park.*
- m. **CORI for Chaperones** - *All chaperones will be CORI'd.*
- 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.