

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

November 28, 2017

Dept:

Music

Reason:

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

Enclosure

Yes

Background

I recommend approval of the request to take 3rd grade music students to The Veteran's Auditorium in Providence, RI on May 24, 2018 for a concert as detailed.

Recommendation:

I recommend approval for this trip with the understanding that there would be sufficient chaperones.

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: _____

OCT 12 2017

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 Thursday, May 24, 2018**
 - B. **Itinerary – 8:30-11:30, 9:45 am show**
- c. Summary of trip purpose/educational alignment –
This trip connects to our third grade music unit: Instruments of the Orchestra. Students will be able to see and hear all the instruments we have learned about performed live by professional musicians. This is also a great preview into recorders and future band or orchestra ensembles.
- d. Trip expense, inclusive of all costs
 - A. **JFK \$960**
- 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 – **57 (JFK)**
- h. Number of chaperones in attendance – **16 chaperones per school**
- 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
Gerald Parmenter 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
Kindergarten-8th Grade**

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

School Name: JFK Elementary School Class/Club/Other: 3rd Grade

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

Field Trip Date: Thursday, May 24, 2018 Field Trip Time: 8:30 to 11:30

Number of Students: 57 Curriculum Correlation: music

Cost per Student: \$5 Cost to District: none Source of Funding: PCC

Field Trip Coordinator/Contact Person: Mary MacMurray

Chaperones: Mary MacMurray 3 3rd grade teachers 1 ESP
1 Special Ed 9 parents 1 nurse

☒ The field trip coordinator will provide the school nurse with a list of students attending the field trip.
(Check upon completion.)

Mary MacMurray
Field Trip Coordinator's Signature

10/12/17
Date

Part II-To be completed and signed by the school nurse and returned to the field trip coordinator for submission to the principal.

A list of health concerns will be generated for school nurse to 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.
The principal will be notified of this recommendation.

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

[Signature]
School Nurse's Signature

10/12/17
Date

Part III-To be completed and signed by the principal.

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

[Signature]
Principal's Signature

10/12/17
Date

****See reverse side for Situational Responsibilities****

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 – **Vets Memorial Auditorium, 1 Avenue of the Arts, Providence, RI 02903**
 - b. Departure/expected return dates –
 - A. **Parmenter School – May 24, 2018**
 - B. **Itinerary – 8:30-11:30, 9:45 am show**
 - c. Summary of trip purpose/educational alignment –

Third grade students all participate in chorus once a week. This program gives them the opportunity to sing along with a professional orchestra. We also do an instrument unit in general music so this gives them a chance to see and hear these instruments in person.
 - d. Trip expense, inclusive of all costs
2 buses – (\$500.00) and entrance fee \$370.00 - **\$870.00 total**
 - e. Description on how the trip will be accessible to students from limited income families-fundraising plan – **Trip is paid for by the Parmenter PCC.**
 - f. Accessibility for students with disabilities – **Theater is accessible to all students.**
 - g. Number of students needed to support trip – **65 Parmenter Students**
 - h. Number of chaperones in attendance – **6 chaperones/6 staff members**
 - 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: Allison Fuller
Music Department
Gerald Parmenter 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
Kindergarten-8th Grade

NOV 21 2017

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

School Name: Parmenaker Class/Club/Other: 3rd grade

Field Trip Destination: Vets Memorial Auditorium, Providence, RI

Field Trip Date: Thursday, May 24th, 2018 Field Trip Time: 9am to 12 pm

Number of Students: 65 Curriculum Correlation: music, singing, instruments

Cost per Student: \$5 Cost to District: \$870 Source of Funding: _____

Field Trip Coordinator/Contact Person: Allison Fuller

Chaperones: TBD

____ The field trip coordinator will provide the school nurse with a list of students attending the field trip.
(Check upon completion.)

[Signature]
Field Trip Coordinator's Signature

11/8/17
Date

Part II-To be completed and signed by the school nurse and returned to the field trip coordinator for submission to the principal.

A list of health concerns will be generated for school nurse to 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.
The principal will be notified of this recommendation.

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

[Signature]
School Nurse's Signature

11/13/17
Date

Part III-To be completed and signed by the principal.

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

[Signature]
Principal's Signature

11-20-17
Date

****See reverse side for Situational Responsibilities****