

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State/Overnight Travel

Date:

March 22, 2022

Dept:

Keller

Reason:

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

Enclosure

Yes

Background

Recommendation:

Recurring Field Trip

I recommend approval of the request of Beth Jenson & Jennifer Martinelli to take Keller 5th graders to Roger Williams Zoo in Providence, RI on May 27, 2022 as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

<u>Vote Tabulator</u>	
C. Bernstein:	Y / N
D. Callaghan:	Y / N
Al Charles:	Y / N
E Stokes:	Y / N

D. McNeill:	Y / N
M. Whitmore:	Y / N
D Spencer:	Y / N
Action:	_____

December, 2021

To the Franklin School Committee:

I am writing to ask permission for the fifth grade at Keller Elementary School to travel out of state to Roger Williams Zoo in Providence, RI per the Franklin Public Schools guidelines for taking field trips out of state. Roger William Zoo offers programs in addition to the zoo tour that directly and effectively support the content we teach in accordance with the Science Massachusetts Curriculum Frameworks. 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. Listed below is a description from the zoo website:

Web of Life (Grade 5 and Middle School)

- 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.

We would like to travel by bus on Friday, May 27, 2022 leaving Helen Keller at 9:00 AM and returning by approximately 2:30 PM. The cost of this trip will be covered for all students by the Helen Keller PCC. There will be approximately 108 students (including STRIVE students), 25 chaperones, 7 teachers, and 1 nurse going on the field trip. All chaperones will complete a CORI prior to the field trip.

Please forward me a notice regarding your decision on this matter.

Thank you,

Beth Jensen
Jennifer Martinelli
Grade Teachers
Helen Keller Elementary School

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 27, 2022 - 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 - \$1200 - Total cost - \$1797**
- 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 the trip - **Approximately 108 students will be attending.**
- i. Number of chaperones in attendance - **Approximately 25 parents and 7 teachers.**
- j. Method of transportation and/or travel agency/organization information - **Bus**
- 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 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.

**** FORM #1****

Franklin Public Schools Field Trip Approval Form Form #1 Kindergarten -8 th 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 School** /Club/Other: **Grade 5**

Field Trip Destination: **Roger Williams Zoo - Providence, RI**

Means of Transportation: School Bus

Field Trip Date: **Friday, May 27, 2022** Field Trip Time: **9:00AM - 2:30PM**

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

Number of Students: **108** Curriculum Correlation: Ecosystems: **Life Science Standard**

Cost per Student: **\$13, Chaperones \$16, Bus \$1200** to District: **\$2796**

Source of Funding: **Helen Keller PCC**

Field Trip Coordinator/Contact Person: **Beth Jensen, Jennifer Martinelli - Grade 5 Teachers**

Chaperones: **TBD**

Chaperones are CORI'd: **X** 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. _____ Initials B.J. Date 12/1/21

****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:

X 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): **TBD**

School Nurse's Signature Lisa Dalg RW Date 12-1-21

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

Field Trip Coordinator Signature Ben Jensen Date 12/1/21

Part IV To be completed and signed by the Principal.

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

Principal's Signature Em Stark Date 12-1-21

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