TO: Board of Education

CC: Dr. Ushma Shah, Superintendent

FROM: Dr. Carrie Kamm, Senior Director of Equity

DATE: September 13, 2022

RE: Brooks Middle School/BRAVO Junior Theater Festival Overnight Field Trip

The district has reviewed Policy 6:240 (Field Trips) and its related Administrative Procedure to ensure alignment between policy, procedure, and practice. To enhance policy and procedure alignment, the district has developed a centralized field trip request process, as well as differentiated approval processes for Level 1 Field Trips (day/partial day trips within the immediate region and within state lines) and Level 2 Field Trips (long distance and/or overnight field trips).

April Capuder, Brooks Middle School principal, has submitted an overnight field trip request form for the BRAVO Performing Arts program. BRAVO is requesting approval for a January 12-16, 2023 trip to Atlanta, Georgia for the Junior Theater Festival. The Junior Theater Festival features over 125 school or community groups from around the world who present a fifteen-minute adjudicated performance from a Broadway Junior show that receives immediate feedback from Broadway artists. Students also have opportunities to participate in workshops, observe other programs, and build their skills and confidence as performers.

The BRAVO Junior Theater Festival field trip request has been analyzed by district administrators through the following factors outlined in our Administrative Procedure 6:240: education value, distance traveled, location, travel arrangements, parent concerns, insurance carriers liability feedback, and safety considerations. The request has been approved by Patrick King, Senior Director of Finance and has been shared with Superintendent Shah. To support BRAVO with adhering to the Junior Theater Festival's registration timeline, we request that the Board of Education add approval for this trip to the September 13, 2022 consent agenda.