



Estabrook Elementary School

117 Grove Street
Lexington, Massachusetts 02420

Sandra A. Trach
Principal

strach@sch.ci.lexington.ma.us
Tel: (781) 861-2520
Fax: (781) 862-5610

September 3, 2010

Dear Estabrook Parents and Guardians,

I am writing to share the educational plan for Estabrook School for September 7, September 8 and September 10, 2010. The plan described below will allow the contractors to continue their work throughout the entire week, if needed. In addition, the plan described will provide a rich and exciting educational experience for our students outside the Estabrook School. This plan is being communicated to you via the Global Connect Messaging System and Estabrook listserv.

Tuesday, September 7, 2010:

Per Dr. Ash's direction, there will be no school for students on Tuesday, September 7, 2010.

This is to allow the environmental consultants and contractors to continue their work in the school in an uninterrupted way.

Wednesday, September 8, 2010 and Friday, September 10, 2010 Estabrook School plan:

All students and staff will report to Estabrook School for K-5 field trips. Please complete the attached field trip form and send it with your child to school on September 8th. The September 8th K-5 field trips will be led and chaperoned by the Estabrook Staff. Students will arrive on the school grounds between 8:15-8:45 a.m., per our school arrival times. Students will line up on the rear playground, per their usual morning procedure. Staff will supervise our students' arrival and remain with our students at all times. Students and staff may access restrooms only on the gymnasium side of the school. No one will be permitted entrance into the school for any other reason. **Please provide a healthy snack, lunch and drink for your child on Wednesday and Friday.** Lunches should be in a disposable bag and drinks should be in disposable and unbreakable containers. Students who receive free or reduced lunch will have a lunch provided for them on Wednesday and Friday. Student attendance will take place at 8:45 a.m. outside in line. Absent students will be immediately reported to me. Ten school buses will arrive on the Estabrook School grounds between 8:45-9:00 a.m. Teachers will take their classes onto buses for their K-5 field trips and depart for specific field trip locations. A second student attendance will be taken before departure, per our normal field trip procedure. I will be responsible for checking each bus before departure.

The Kindergarten field trips on Wednesday, September 8th and Friday, September 10th will conclude at 12:00 p.m. Kindergarten buses will return to Estabrook School no later than 12:15 p.m. Students and teachers will follow our normal dismissal procedure, with the exception that Kindergarten students will line up outside the school on the front patio, rather than inside the

music room. Parents of kindergarten students will park their vehicles in the parking lot and pick-up their kindergarten students on the patio, per our usual dismissal routine.

Since the entire Estabrook Staff will accompany our students all K-5 field trips, I am not seeking parent chaperones. Should any student misbehave, I will contact the parent(s) immediately for support.

Grades 1-5 field trips will return to Estabrook School at 3:00 p.m. Students will line up for dismissal on the front patio, per our usual dismissal routine. Parents will engage in the normal live pick up procedure. Bus 4, Bus 16 and the Boston bus will dismiss at usual times. Dismissal will run from 3:15-3:35, which is our daily dismissal time.

Wednesday, September 8, 2010 Field Trips:

Kindergarten: Central Office (downstairs classrooms)

Learning will take place in four classrooms, with specialist opportunities at the Harrington School. Recess will take place on the Lexington Children's Place Preschool playground.

Grade One: Drumlin Farms, Lincoln, MA

Grade Two: EcoTarium, Worcester, MA

Grade Three, Four and Five: Museum of Science, Boston, MA and a Duck Tour (historical tour of Boston)

Friday, September 10, 2010 Field Trips:

Kindergarten: Central Office (downstairs classrooms)

Learning will take place in four classrooms, with specialist opportunities at the Harrington School. Recess will take place on the Lexington Children's Place Preschool playground.

Grade One: EcoTarium, Worcester, MA

Grade Two: Drumlin Farms, Lincoln, MA

Grade Three, Four and Five: Museum of Science, Boston, MA and a Duck Tour (historical tour of Boston)

I have great confidence in our educational plan, as outlined for the week of September 7-10, 2010. This is an outstanding opportunity to offer all of the Estabrook students important hands-on learning experiences that are directly related to grade level curriculum. I am also satisfied that our plan carefully addresses the necessary logistics in the most familiar way possible for students and parents, while prioritizing safety and well-being for all.

Additionally, Dr. Ash has developed an Advisory Committee comprised of two teachers, three parents and environmental experts. The purpose of the committee is to analyze and discuss the data, and advise him accordingly on recommended next steps. The Advisory Committee will meet on Friday, September 10, 2010 at noon at the Department of Public Facilities on Bedford Street. Dr. Ash is seeking three Estabrook parents to serve on the Advisory Committee. The meeting times, dates and frequency have not yet been determined. Please let Betsy Sarles, Estabrook PTA President know of your interest via e-mail: estabrookpta@gmail.com no later than Tuesday morning at 8:30 a.m.

Also, a School Committee Meeting will be held on Tuesday, September 7, 2010 at 7:30 p.m. at Cary Hall in Lexington (located between the town office and police station.) The agenda will be as follows:

1. Review of the technical work with the consultant and contractor to reduce the levels of PCBs below EPA guidelines and to identify the source(s) of the PCBs. – Mr. Goddard
2. Short-term educational plan for Estabrook School (September 7 - September 10, 2010) – Mrs. Trach
3. Role of the Advisory Committee on Friday, September 10, 2010 – Dr. Ash
4. Intermediate and long-term space options (September 13, 2010 through June 30, 2011) – Dr. Ash
5. Alternate space options for educational locations – Ms. Pilarski
6. Public Questions

If you should have any questions or concerns, please email me at strach@sch.ci.lexington.ma.us. I am happy to help any way I can. Please continue checking the following web site for all information that is available. <http://lps.lexingtonma.org/health#PCB>

Thank you for allowing me to share our educational plan for Estabrook School students for the week of Tuesday, September 7 – Friday, September 10, 2010. I look forward to seeing the Estabrook students on Wednesday, September 8, 2010!

Sincerely,

Sandra A. Trach
Principal

Lexington Public Schools

Field Trip Health and Permission Form

School: Estabrook Elementary School	Grade:	Teacher:
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Student's Name:	Date of Birth:
Address:	Home Telephone:
Parent/Guardian Name:	Parent/Guardian Name:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:

If you plan to be out of town during any part of the field trip, please indicate how we may contact you.

General Health Information:				
Date of most recent TETANUS shot :	Known allergies:	Physical limitations:	Known health problems:	Other:

Insurance Information (required for all participants):	
Insurance Company Name:	Insurance Policy Number:
Physician's Name:	Physician Telephone:
Dentist's Name:	Dentist's Telephone:

Emergency Contacts:	
Name:	Telephone:
Name:	Telephone:

Medical Information:	
<p>The Lexington Public Schools' Field Trip Policy requires that medication for any child in <i>grades K-8</i> be submitted to the school nurse prior to the trip. If this is an emergency medication (i.e., inhaler, Epi-pen, etc.), please indicate whether the student has been instructed on how to self-administer and if he/she may do so:</p> <p style="text-align: center;">Yes _____ No _____</p> <p>Does your child have any current medical condition that requires medication during the duration of the field trip?</p> <p style="text-align: center;">Yes, School Order on File _____ Yes _____ No _____</p> <p>If yes, please describe the nature of the condition and provide specific instructions for the dispensing of medication while on this trip.</p> <p>Medication _____ Dosage _____</p> <p>Reason for taking medication _____</p> <p>Prescribing physician _____ Telephone _____</p> <p>Time(s) to be dispensed _____ (specify morning/afternoon/evening)</p> <p>Period of time: from _____ to _____</p> <p>Students needing to self administer medications on an out of state field trip:</p> <p style="text-align: center;">Student will hold medication _____ Chaperone will hold medication _____</p> <p>Physician's Signature (<u>only required for overnight trips</u>) _____ Date _____</p> <p>Parent/Guardian's Signature _____ Date _____</p>	

Field Trip Emergency:	
<p>Should an emergency arise in which treatment by a qualified physician is required, I herewith give permission for my child, _____ to receive treatment, and I herewith give his/her teacher/chaperone permission to act in my name during the period of the field trip. Every effort will be made to contact parents prior to reaching a decision of this nature.</p>	
Field Trip Permission:	
<p>I give my child, named above, permission to travel on the field trip to</p> <p style="text-align: center;"><u>EcoTarium/ Drumlin Farms/ Museum of Science, Boston, MA and a Duck Tour on September 8 and September 10, 2010.</u></p>	
<p>Parent/Guardian Signature: _____ Date: _____</p>	

PAYMENT MADE BY: CHECK <u>NO PAYMENT DUE</u> or ONLINE PAYMENT <u>NO PAYMENT DUE</u>	
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The Release from Liability and Indemnity Agreement must be completed on the reverse side

LEXINGTON PUBLIC SCHOOLS

Lexington, Massachusetts

Field Trip Parental/Student Consent Release from Liability and Indemnity Agreement

I/We, the undersigned parent/guardian/legal representative of _____ (student name) [hereinafter "Student"] do hereby consent to his/her participation in _____ (field trip) on _____ (date(s)) and in consideration of his/her being permitted to so participate, I/We on behalf of myself, my heirs, my agents, my representatives, and on behalf of the Student do forever RELEASE, acquit, discharge, and covenant to hold harmless and indemnify, the Town of Lexington, and their employees, servants and agents, as well as the Lexington School Committee, its former and current members, and its employees, servants, and agents, from any and all actions, rights of action, causes of action, charges, and/or claims, in any way related to, rising from and/or growing out of, directly or indirectly, all known or unknown personal injuries or property damage or death, which I/we may now or hereafter have as the parent/guardian/legal representative of said minor, as well as any actions, rights of action causes of action, charges, and/or claims which said minor has or hereafter may acquire, either before or after he/she reaches the age of majority, resulting from, relating to, or in any way connected to, his/her participation in extracurricular activities and/or field trips run by, sponsored by or related to the Lexington Public Schools.

In addition, I/we, as parent(s)/guardian(s)/legal representative of said minor, agree to indemnify the Town of Lexington and their employees, servants and agents, as well as the Lexington School Committee, its former and current members, and its employees, servants and agents, in the event that any action, charge, and/or claim, is brought against the foregoing, which is in any way related to, arising from and/or growing out of, directly or indirectly, my son/daughter's participation in extra-curricular activities and/or field trips run by, sponsored by or related to the Lexington Public Schools.

I/we understand and acknowledge that all Lexington student handbook(s) and all school department student disciplinary procedures apply and are in effect on all school sponsored trips. I/we also acknowledge that the possession and /or use of any and all forms of alcohol and other controlled substances under the laws of the Commonwealth of Massachusetts is strictly prohibited on all trips.

I/we agree that school personnel are the sole guardians of the Student while he/she is on a school sponsored trip and authorize medical care and/or return travel to Lexington, MA if they in sole discretion deem it to be in the Student's best interest. We agree to promptly reimburse all school department personnel for all expenses incurred for services and/or return travel to Lexington, MA for the Student.

N.B. RE: Foreign Travel

This Parental/Student Consent and Release from Liability and Indemnity Agreement covers in particular all trips outside of Lexington, MA, including travel to one or more foreign countries. In entering this Agreement, parent and Student acknowledge that they are aware of the risks of foreign travel and have been informed by the school department that decisions with respect to such travel are up to each parent and student. Parents and students have been advised to avail themselves of advice and information from the Office of the U.S. Secretary of State.

Parent Signature (required)

Date

Student Signature (required if 18 or older)

Date

The Field Trip Health and Permission Form must be completed on the reverse side