

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State/Overnight Travel

Date:

February 14, 2023

Dept:

Oak St.

Reason:

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

Enclosure

Yes

Background

Recommendation:

Oak St. (recurring) Field Trip

I recommend approval of the request of Mr. Hendrixson to take 3rd & 4th grade students to the RI Philharmonic in Providence, RI on May 24, 2023 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:	_____

Trip Approval Process for Extended Field Trip


Oak Street Elementary School grades 3 and 4 will travel to the RI Philharmonic, in Providence, RI on 5/24/23.

The trip advisor(s) shall submit a proposal to the School Committee providing the following information:

- a. Destination RI Philharmonic, Providence RI
- b. Departure/expected return dates 5/24/2023 with same day return
- c. Itinerary Leaving Oak at 10:00 and returning approximately 1:30
- d. Summary of trip purpose/educational alignment Music/Orchestra
- e. Trip expense, inclusive of all costs \$2765
- f. Description on how the trip will be accessible to students from limited income families-fundraising plan Funded by Oak St PCC Gift Account
- g. Accessibility for students with disabilities N/A
- h. Number of students needed to support trip 135
- i. Number of chaperones in attendance 24 adults (teachers/nurse/parents)
- j. Method of transportation and/or travel agency/organization information buses from Holmes Busing and Vans
- 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 Nurse in attendance
- m. CORI for Chaperones Yes
- n. Extended Field Trip Waiver-only applicable if overnight trip

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.


Brad Hendrixson, Principal