

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:**

Out of State/Overnight Travel

**Date:**

March 19, 2024

**Dept:**

HMMS

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**Reason:**

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

**Enclosure**

Yes

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**Background****Recommendation:**Recurring HMMS Save the Bay Field Trip

I recommend approval of the request of Rebecca Motte for Gr. 6 students to travel to Providence RI on May 20 and 21, 2024 for the Save the Bay Program as detailed.

**Action Requested of the School Committee:**

Majority vote of the Committee is required.

<u><b>Vote Tabulator</b></u>	
E. Gallagher: Y / N	D. McNeill: Y / N
D. Callaghan: Y / N	R O'Sullivan: Y / N
Al Charles: Y / N	KP Sompally: Y / N
P. Griffith: Y / N	Action: _____

## **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: Save the Bay, 100 Save The Bay Drive, Providence, RI 02905
- b. Departure/expected return dates: 5/20/2024 and 5/21/2024
- c. Itinerary:
  - 8:00am Depart HMMS
  - 9:30-Arrive at Save the Bay
  - 9:30-12:00 Students will work through stations led by Save the bay Staff
  - 12:00-12:20pm Lunch
  - 12:30pm-Depart Save the Bay
  - 1:30pm-Arrive at HMMS
- d. Summary of trip purpose/educational alignment: Explore Your Estuary- Build your own Bay curriculum by combining a range of programs for a unique ship-to-shore or coastal-lab experience. This customized field experience program allows you to blend coastal and shipboard programs with land-based programs at our Providence Bay Center. This program allows you to choose up to two land-based or lab activities and combine them with a one-hour boat excursion aboard M/V Elizabeth Morris, M/V Alletta Morris, or M/V Rosemary Quinn.
- e. Trip expense, inclusive of all costs: Save the Bay: \$3400, Bussing: \$500/per bus, 2 busses on 5/20/24 and 1 bus on 5/21/2024  
Total=\$1500.00
- f. Description on how the trip will be accessible to students from limited income families-fundraising plan
- g. Accessibility for students with disabilities
- h. Number of students needed to support trip: 137 Students
- i. Number of chaperones in attendance: 6 on 5/20/24 , 4 on 5/21/24
- j. Method of transportation and/or travel agency/organization information: Busses from WT Holmes
- k. Documentation that all students, advisors and chaperones will have full trip insurance: ??
- l. Emergency plan including medical care plan including plan for to administration of medication: A school nurse will be in attendance, with all of the necessary information about students and their medical needs.
- m. CORI for Chaperones: All chaperones will go through the CORI process prior to the trip
- 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 if it is a recurring Field Trip.