

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State/Overnight Travel

Date:

April 9, 2024

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 Prov. Children's Museum Field Trip

I recommend approval of the request of Brad Hendrixson to take 1st graders to the Providence RI Children's Museum on May 2, 2024 as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.


<u>Vote Tabulator</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 **Providence Children's Musuem, 100 South St., Providence RI**
- b. Departure/expected return dates **5/2/24 return same day**
- c. Itinerary
- d. Summary of trip purpose/educational alignment **Grade 1**
- e. Trip expense, inclusive of all costs **Oak Street PCC**
- f. Description on how the trip will be accessible to students from limited income families-fundraising plan **Oak Street PCC**
- g. Accessibility for students with disabilities **N/A**
- h. Number of students needed to support trip **N/A**
- i. Number of chaperones in attendance **TBD**
- j. Method of transportation and/or travel agency/organization information **2 buses from Holmes Busing**
- 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 **RN**
- m. CORI for Chaperones **Yes**
- 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

→ Approved 

The Superintendent will review and present to the School Committee as an Action Item without requirement of presentation by the trip advisor.