

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:**

Out of State/Overnight Travel

**Date:**

May 24, 2022

**Dept:**

Oak St.

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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:**

Oak St. Recurring Field Trip

I recommend approval of the request of Brad Hendrixson for 66 2nd Grade students to travel to Roger Williams Zoo in Providence, RI on May 31, 2022 as detailed.

**Action Requested of the School Committee:**

Majority vote of the Committee is required.

<u><b>Vote Tabulator</b></u>	
C. Bernstein:	Y / N    D. McNeill:    Y / N
D. Callaghan:	Y / N    M. Whitmore:    Y / N
Al Charles:	Y / N    D Spencer:    Y / N
E Stokes:	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 **Roger Williams Zoo, 1000 Elmwood Avenue, Providence, RI**
- b. Departure/expected return dates **5/31/2022**
- c. Itinerary **Lvg approximately 9:00/returning 2:00PM**
- d. Summary of trip purpose/educational alignment
- e. Trip expense, inclusive of all costs **Oak Street Gift Account**
- f. Description on how the trip will be accessible to students from limited income families-fundraising plan **N/A**
- g. Accessibility for students with disabilities **N/A**
- h. Number of students needed to support trip **66 gr 2 students**
- i. Number of chaperones in attendance **8 teachers 13 chaperones**
- 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 **N/A**
- l. Emergency plan including medical care plan including plan for to administration of medication **Nurse will accompany**
- m. CORI for Chaperones
- 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

*TSA*

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