

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:**

Out of State/Overnight Travel

**Date:**

February 14, 2023

**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:**

HMMS (Recurring) Field Trip

I recommend approval of the request of Noreen Langmeyer to take 3 groups of 6th graders to Colt's State Park, in Bristol, RI for a Save the Bay lesson on May 23, 24, & 25, 2023 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:

<b>Destination</b>	Save the Bay Colt State Park Bristol, RI
<b>Departure / expected return dates</b>	May 23, 24 & 25 Depart - 8:00 am Return - 1:30 pm
<b>Itinerary</b>	8:00am - Depart HMMS 9:30am - Arrive at Colt State Park 9:30am - 12:00pm Students will work through stations lead by Save the Bay staff 12:00pm - 12:20pm - Lunch 12:30pm Depart Colt State Park
<b>Summary of trip purpose / educational alignment</b>	<ul style="list-style-type: none"><li>- "Discover the beauty of the Bay's diverse habitats. Our coastal programs offer students hands-on exploration of the shoreline and introduce age-appropriate scientific concepts such as life cycles, diversity, adaptations, and geology.</li><li>- "</li><li>- Students will work toward 6th grade science standards:</li><li>-</li><li>-</li></ul>
<b>Trip expenses, inclusive of all costs</b>	a. 142 student over 3 days \$2,850.00 b. Busing: \$500.00 c. Total Cost \$3,350.00
<b>Description on how the trip will be accessible to students from limited income families / fundraising plan</b>	fully funded by PCC and HMMS
<b>Accessibility for students with disabilities</b>	
<b>Number of students needed to support trip</b>	142 Students
<b>Number of chaperones in attendance</b>	14 students per 1 chaperone

<b>Method of transportation and / or travel agency / organization information</b>	Holmes Bus Company
<b>Documentation that all students, advisors, and chaperones will have full trip insurance</b>	
<b>Emergency plan including medical care plan including plan for administration of medication</b>	A school nurse will be in attendance, with all of the necessary information provided for each student
<b>CORI for chaperones</b>	all chaperones will complete a CORI form application

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.