

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:**

Out of State/Overnight Travel

**Date:**

February 13, 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:**

HMMS Recurring Save the Bay trip

I recommend approval of the request of Rebecca Motte for the recurring Save the Bay trip to Colt's State Park in Bristol, RI on May 30 & 31, 2024 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, Colt State Park, Colt State Park, Route 114, Bristol, RI 02809
- b. Departure/expected return dates: 5/30/2024 and 5/31/2024
- c. Itinerary:
  - 8:00am Depart HMMS
  - 9:30-Arrive at Colt State Park
  - 9:30-12:00 Students will work through stations led by Save the bay Staff
  - 12:00-12:20pm Lunch
  - 12:30pm-Depart Colt State Park
  - 1:30pm-Arrive at HMMS
- d. Summary of trip purpose/educational alignment: Introduction to Habitats- This program introduces students to rocky shore and tidal pools, sandy beaches, and salt marshes, through activities that include seining, species collection, plankton studies, water analysis and more, depending on time and location. The field trip is also used as part of our ecology unit looking at ecosystem dynamics.
- e. Trip expense, inclusive of all costs: Save the Bay: \$2200, Bussing: \$500/per bus, 2 busses per day Total=\$2000.00
- 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:140 students total (70 students/day)
- i. Number of chaperones in attendance: 10 per day
- 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.