# Franklin Public Schools Franklin, Massachusetts 02038

# **Action Required**

Subject:	Out of State/Overnight Travel	Date: Dept:	March 1 Keller	9, 2024
Reason:	Past practice of the Committee requires a vote to allow students/staff to travel outside of the State/Country	Enclos	sure	Yes

## Background

## **Recommendation:**

<u>Recurring Keller RW Zoo Field Trip</u> I recommend approval of the request of Caitlin Colahan to take Keller students to Roger Williams Zoo in Providence, RI on May 30, 2024 as detailed.

## Action Requested of the School Committee:

Majority vote of the Committee is required.

Vote Tabulator				
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:		

#### Franklin Public Schools Field Trip Approval Form-Form #1 Kindergarten-8<sup>th</sup> Grade

(Check all that apply) X During School Day Beyond School Day Music Dept. Trip

Part I-To be completed by field trip coordinator (FTC) (<u>submit at least ONE MONTH before date of trip</u>).

-Upon completion of Part I (\*including initials & date) give to School Nurse for Part II completion -After completion of Part II School Nurse will return form to FTC.

-FTC will do the following:

-review FT nurse status as determined by the school nurse
-complete Part III with date & FTC signature
-submit to principal for approval

School Name: Keller Elementary School Class/Club/Other: 5th Grade

Field Trip Destination: Roger William Zoo

Means of Transportation: School Bus (Homes Bus Company), Van transportation (FPS)

#### Field Trip Date: May 30, 2024

1st choice - 5/31, 2nd choice - 5/30, 3rd choice - 5/29, 4th Choice 6/6, 5th Choice 6/5, 6th Choice 6/4 Field Trip Time: 8:45am to: 2:00pm

Food will/will not (circle one) be offered on this field trip. If yes, explain: students will bring bag lunch

Number of Students: 112Curriculum Correlation:Ecosystems - Food Chains & FoodWebs UnitCurriculum Correlation:Ecosystems - Food Chains & Food

Cost per Student: TBD Cost to District: Cost of van transportation Source of Funding: Keller PCC

Field Trip Coordinator/Contact Person: Caitlin Colohan - 5th Grade teacher, Ally Bowser - Keller PCC

Chaperones: TBD

Chaperones are CORI'd: X Yes No

### \* Upon completion of Part I, check, date & initial below prior to giving to School Nurse.\*

#### \*\*FORM #1\*\*

Part II-To be completed and signed by the school nurse and returned to the FTC. -FTC will do the following: -review FT nurse status as determined by the school nurse -complete Part III with date & FTC signature -submit to principal for approval
School Nurse will generate a list of health concerns for review. Based on the review, the school nurse recommends:
Xthat a nurse attends this field trip
that due to the absence of significant medical issues, a nurse does not need to attend this field trip

Name of Field Trip Nurse, if known, (if recommended): Lisa Collatos

Lisa Daly	_	11/29/23
School Nurse's Signature	Date	

#### Part III-To be signed & dated by FT Coordinator. Once completed submit to Principal for approval.

Caitlin Colahan	11/29/23
Field Trip Coordinator Signature	Date

Part IV-To be completed and signed by the Principal.					
Principal's Authorization: This field trip is X_approved	_not approved.				
Keri A Busavage Principal's Signature	11/29/23 Date				