

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

April 10, 2018

Dept:

Oak Street

Reason:

Past practice of the Committee requires a vote to allow students/staff to travel outside of the State/Country

Enclosure

Yes

Background

Recommendation:

I recommend approval of the request of Jo-Ann Stanton to take Oak Street 1st graders to the Providence Children's Museum on May 15, 2018 as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

<u>Vote Tabulator</u>	
A. Bergen: Y / N	D. Schultz: Y / N
C. Douglas: Y / N	MJ Scofield: Y / N
D. Feeley: Y / N	G. Zub: Y / N
M. Linden: Y / N	Action: _____

Trip Approval Process for Extended Field Trip

Grade 1 – Providence Children's Museum, 100 South Street, Providence RI

The trip advisor(s) shall submit a proposal to the School Committee providing the following information:

- a. Destination **Providence Children's Museum**
- b. Departure/expected return dates **We will depart and return on the same date. May 15, 2018**
- c. Itinerary **Leave Oak Street School at approximately 9:00AM and return approximately 1:30PM**
- d. Summary of trip purpose/educational alignment **Our trip to the Children's Museum will provide students with an opportunity to experience many exhibits that correlate to our science and math, and ELA standards. We are also planning to include a program titled, Geomazing. This program uses mirrors and pattern blocks to allow students to observe, predict, and experiment with various attributes of shapes. They will also explore spatial thinking by experimenting with shapes and spatial thinking and problem solving.**
- e. Trip expense, inclusive of all costs **Oak Street PCC Funded**
- 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 **Museum is accessible to all students.**
- h. Number of students needed to support trip **62**
- i. Number of chaperones in attendance **Approximately 15 chaperones**
- j. Method of transportation and/or travel agency/organization information **Holmes Bus Transportation**
- 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 be accompanying students with all necessary medication and plans**
- m. CORI for Chaperones – **Only parents with completed CORI will chaperone this field trip.**
- n. Extended Field Trip Waiver-only applicable if overnight trip – **N/A**

Field Trip Coordinator – Jo-Anne Stanton
Gr 1 teacher
Oak Street School

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.

(Handwritten initials)