

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

March 13, 2018

Dept:

FHS

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 FHS to take students to NE Institute of Technology in East Greenwich, RI on April 27, 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: _____

FRANKLIN HIGH SCHOOL FIELD TRIP REQUEST FORM

Important Reminders:

- This form should be completed by the supervising staff member of the field trip.
- Please submit this request at least **four weeks** prior to the requested date.
- Please submit a **hard copy of this form with the list of students** attending attached to Maria Weber.
- There should be **no cost** to students for field trips scheduled during the school day.
- **Take attendance** and inform Terry Beck prior to leaving for the field trip.
- No field trips may be taken before September 15 and after June 1 or during the last 2 weeks of a term.

Please refer the FHS Faculty Handbook for more information about field trips including the Extended Field Trip policy and its approval process.

Once the field trip is approved, the list of students will be forwarded to the nurse who will assess any medical needs. The supervising staff member will be notified via email about the approval of the field trip and any medical concerns.

Field Trip Information:

Supervising staff member: Jodie Walsh Cell #: 401-741-5011

Other teachers/staff attending: Lindsay Garfield, Jenn Briggs, Carol Kelley, Trish Gardner

Date of field trip: 4/27/18 Destination: N.E. Institute of Technology

Departure time: 8:15 Return time: 1:30 Mode of transportation: BUS

Course name and section # of class(es) attending:

Pathway/Reach Students, selected juniors/seniors

Please provide a brief explanation of the purpose of this field trip.

The purpose of the trip is provide students with an understanding and expose them to a variety of post-secondary options/careers.

Request Class Coverage/Substitute Coverage:

If **two or more periods** need to be covered, a professional day request must be filled out and approved prior to submitting field trip request. [CLICK HERE](#)

If **just one period** coverage is needed, [CLICK HERE](#)

Assistant Principal: Maria Weber Date: 3/9/18

Reviewed by Nurse: _____ Nurse recommended? (Y) (N) Date: _____

FRANKLIN HIGH SCHOOL FIELD TRIP

RJR 3/9/18

Trip Approval Form for an Extended Field Trip

Destination: New England Institute of Technology, Warwick, Rhode Island

Departure: Friday, April 27, 2018

Itinerary:

- Depart FHS by 8:15 on a Holmes School Bus.
- Travel to Warwick, RI. (40 minutes)
- Listen to an overview of the majors and programs at Access Road Campus (30 minutes)
- Travel to East Greenwich Campus, take a tour of the campus and the Residence Hall (new in 2017)
- Tour concludes with complimentary pizza lunch for all
- Return to FHS by 1:30 for the 2:05 school dismissal.

Summary of the trip purpose: The purpose of the trip is to expose students within the Pathway and Reach programs, in addition to a few other juniors and seniors who have been recommended by their guidance counselor, to a variety of post-secondary options/careers

Trip Expense: NEIT will reimburse FHS up to \$500.00 for the cost of the bus. NEIT will serve a complimentary pizza lunch to students and chaperones.

Students with Limited Income: There is no student cost for the trip.

Accessibility for students with disabilities: The bus and campus are accessible.

Number of students needed to support the trip: 10

Number of chaperones: 5

Method of Transportation: Holmes Bus Company- one bus that seats 52 people. Approximately 25-30 students will attend the trip.

Insurance Documentation: Holmes fully insures the trip and can provide documentation.

Medical Emergencies: A list will be provided to the school Nurse and we will take a nurse if a student needs one.

CORI check: All of the chaperones are teachers and CORI checked.