

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State/Overnight Travel

Date:

March 10, 2020

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:

Oak Street Trip

I recommend approval of the request of Allison Fuller to take 3rd grade students to The Veteran's Auditorium in Providence, RI on May 19, 2020 for a performance as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

<u>Vote Tabulator</u>	
A. Bergen:	Y / N T Keenan: Y / N
J D'Angelo:	Y / N MJ Scofield: Y / N
J Pond-Pfeffer:	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:

- a. Destination – **1 Avenue of the Arts, Providence, RI 02903**
- b. Departure/expected return dates –
 - A. **Oak Street School, May 19, 2020**
 - B. Itinerary – **8:30-11:30, 9:45 am show**
- c. Summary of trip purpose/educational alignment –
This trip connects to our third grade music units: Students will be able to see and hear all the instruments we have learned about performed live by professional musicians. Third graders will be able to sing along to the orchestra which is beneficial to them with it being their first year in chorus.
- d. Trip expense, inclusive of all costs
 - A. **Funded by Oak Street PCC**
- e. Description on how the trip will be accessible to students from limited income families-fundraising plan – **Trip is paid for by the PCC.**
- f. Accessibility for students with disabilities – **Theater is accessible to all students.**
- g. Number of students needed to support trip – **70**
- h. Number of chaperones in attendance – **15 chaperones per school**
- i. Method of transportation and/or travel agency/organization information – **Holmes bus transportation**
- j. Documentation that all students, advisors and chaperones will have full trip insurance – **N/A**
- k. Emergency plan including medical care plan including plan for to administration of medication – **A nurse will be accompanying students with all necessary medication and plans.**
- l. CORI for Chaperones – **Only parents with a completed CORI will chaperone this field trip.**

**Trip Advisor: Allison Fuller
Music Department
Oak Street Elementary School
Gerald Parmenter Elementary 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.