

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:**

Out of State Travel

**Date:**

November 28, 2017

**Dept:**

RMS Adventure Club

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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**

I recommend approval of the request for a recurring field trip for the RMS Adventure Club to Lincoln, RI to the "Rock Spot" on December 14, 2017 as detailed.

**Recommendation:**

I recommend approval for this trip with the understanding that there would be sufficient chaperones.

**Action Requested of the School Committee:**

Majority vote of the Committee is required.

<u><b>Vote Tabulator</b></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**  
**REMINGTON MIDDLE SCHOOL- ADVENTURE CLUB**

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

- a. Destination- *Rock Spot (Lincoln, RI)*
- b. Departure/expected return dates- *(2pm 12/14 return 5pm 12/14)*
- c. Itinerary- *2 hours of supervised climbing and games. Rock spots staff will belay (hold the ropes), offer encouragement, and lead participants through climbing and team-building games.*
- d. Summary of trip purpose/educational alignment- *The purpose is to build student self-confidence and develop "team-building" ethics.*
- e. Trip expense, inclusive of all costs- *\$30 (Includes instruction time, rock climbing shoes, gym time, bus cost, and snacks)*
- f. Description on how the trip will be accessible to students from limited income families-fundraising plan *(PCC provides monetary aid for families with limited income)*
- g. Accessibility for students with disabilities *(Rock climbing is accessible for all abilities and we will have a certified adapted PE teacher with us to make any adaptations students may need)*
- h. Number of students needed to support trip *(25 students)*
- i. Number of chaperones in attendance *(2 physical education teachers)*
- j. Method of transportation and/or travel agency/organization information *(Holmes Bus)*
- k. Documentation that all students, advisors and chaperones will have full trip insurance *(Permission slips signed by all parents and also waiver from Rock Spot signed)*
- l. Emergency plan including medical care plan including plan for to administration of medication *(Both teachers are certified in first aid, CPR, AED, and blood borne pathogens. Both teachers are also trained to use an epipen and will have a first aid kit with them)*
- m. CORI for Chaperones *(Already on file- Kyle Duguay and Amanda Christopoulos, Remington P.E. teachers)*
- 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.

A handwritten signature in dark ink, consisting of a large, stylized 'Q' followed by a horizontal line and a small loop.

11/13/17