

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

---

**Subject:**

Out of State Travel

**Date:**

January 22, 2019

**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:**

DECA Competition Recurring Trip

I recommend approval of the request of Miguel Carmo to take FHS DECA Students to Orlando, FL from 4/27/2019 through 5/1/2019 for the International Competition as detailed.

**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

---

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

- a. Destination – **Orlando, FL (International DECA Competition)**
- b. Departure/expected return dates – **4/27/2019 – 5/1/2019**
- c. Itinerary
  - A. **Depart from Airport early AM on Saturday 4/27/19 and return Wednesday Morning 5/1/19**
  - B. **Competition/Presentation takes place on Monday 4/29 and Tuesday 4/30**

- d. Summary of trip purpose/educational alignment

**The activities included in the program include a 30 page written research report and a presentation before a judge. The activities are designed to complement curriculum standards in the classroom and to incorporate authentic experiences through business research and problem solving**

**Skills Developed** - Students will demonstrate skills described by the performance indicators for general marketing and 21st century skill, as well as learn/understand the importance of:

- communications skills—the ability to exchange information and ideas with others through writing, speaking, reading or listening
- analytical skills—the ability to derive facts from data, findings from facts, conclusions from findings, and recommendations from conclusions
- critical thinking/problem-solving skills
- production skills—the ability to take a concept from an idea and make it real
- teamwork—the ability to plan, organize and conduct a group project
- the ability to evaluate group presentations
- priorities/time management—the ability to determine priorities and manage time commitments and deadlines
- economic skills

The marketing research events involve the preparation of a plan based on the results of a customer profile study. The participants must:

- select an actual local business operation
- design a marketing research study of the business's customer profile
- conduct a marketing research study
- identify potential strategies based on an analysis of the research, that could be used to improve the business's employee training program.
- prepare a plan to improve the business's employee training program based on the market research
- prepare a budget for the proposed plan
- present in a role-play situation
  - the design of the research study
  - the findings and conclusions of the research study
  - the plan to promote the strategies to improve the business and/or maintain/increase sales

e.

Trip Expense- Inclusive of all Costs		
	Student	Advisors
Registration	\$164	\$164
Hotel	\$310.44	\$931.32 (This could be cut in half depending on ability to find a roommate)
Plane/Baggage	\$400 (approx.)	\$400(approx.)
Meals	\$200	\$200
Transportation	\$50	\$50
Trip Insurance	TBD	TBD
Total	\$1124.44	\$1745
Cost Variables: Plane ticket could be a lot more or a lot less. Some airlines also charge for baggage. If students choose to participate in DECA activities (Disney World) this would increase the cost. The amount of roommates students have could increase or decrease the cost. Cost details become available as the competition comes closer.		

f. Description on how the trip will be accessible to students from limited income families - **All DECA store profits and fundraisers are shared with students to defray competition costs.**

g. Accessibility for students with disabilities – See Attached

h. Number of students needed to support trip – N/A – **if a student qualifies, he/she is eligible to attend. Students who qualify at the state level will be eligible to compete at the international level. On average 10% of FHS students qualify to compete at the international level.**

i. Number of chaperones in attendance – **1 chaperone for 8 students is required by DECA organization. We will have the required chaperones.**

j. Method of transportation and/or travel agency/organization information – **Organized through the DECA organization: We are hoping to depart out of TF Green in Providence, RI. DECA provides shuttle transportation for a nominal fee.**

k. Documentation that all students, advisors and chaperones will have full trip insurance – **Documentation will be provided as students qualify and purchase plane tickets. Advisors and students will have trip insurance. Trip insurance is included from DECA as part of the registration cost. We will check on the plane ticket portion and if we can buy insurance through the airline as well.**

l. Emergency plan including medical care plan including plan for to administration of medication – **Student list will be forwarded to the nurse. If the student has any medication needs, a plan for administering medication will be developed at that point. Student and parent phone numbers will be collected prior to the trip. Students will be directed to call 911 in an emergency. In the case of an unexpected event, students will be advised to first contact their parents to let them know they are safe, then contact the advisor/chaperone. Students will have cell phone number of the advisor/chaperone. (DECA is currently developing an emergency plan for their ICDC event.)**

m. CORI for Chaperones – **all chaperones have been or will have been, CORI's by the Franklin Public Schools.**

n. Extended Field Trip Waiver- **Attached. Will be completed by Parent/Guardians prior to the 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 tripadvisor.

**FRANKLIN PUBLIC SCHOOLS**  
**EXTENDED FIELD TRIP WAIVER**  
**WAIVER AND RELEASE OF LIABILITY**

- I/We, \_\_\_\_\_, as parent(s) or guardian(s) hereby acknowledge my/our knowledge of and consent to the participation in a school-sponsored trip to \_DECA International Conference\_\_\_\_\_ on **April 27- May 1**\_\_\_\_\_,

Location **Orlando, Florida**

Date **April 27- May 1**

(said trip referred hereinafter as “**the released activity**”) by \_\_\_\_\_, a minor child and student enrolled in Franklin Public Schools.

- For good and valuable consideration, the sufficiency of which I/We hereby acknowledge, I/We do hereby waive, release and forever discharge **Franklin Public Schools**, the **Town of Franklin**, and their respective employees, agents, board members, officials, servants, volunteers, and representatives (hereinafter collectively referred to as “**the released parties**”), and others for whom **the released parties** may have legal responsibility, from and against any and all actions, claims, demands, causes of action, responsibility and liability for injuries, losses, or damages, including but not limited to personal injury, bodily injury, and/or property damage, which I/We may have had in the past, may now have, or may have in the future as a parent/guardian of said minor child arising in any way, directly or indirectly, from said minor child’s participation in **the released activity**, and any travel related thereto.
- For good and valuable consideration, the sufficiency of which I hereby acknowledge, I/We do hereby agree to indemnify and hold harmless, including the costs of defense, **the released parties**, and others for whom **the released parties** may have legal responsibility, from and against any and all actions, claims, demands, causes of action, responsibility and liability for injuries, losses, or damages, including but not limited to personal injury, bodily injury, and/or property damage, which arise in any way, directly or indirectly, from said minor child’s participation in **the released activity** and/or any travel related thereto.
- I/We hereby acknowledge and agree that participation in **the released activity** is completely voluntary, that the minor child and I/We are free to choose to not participate in **the released activity**. I understand that the minor child’s participation in **the released activity**, and/or any travel related thereto, may involve a risk of serious personal injury, bodily injury and/or property damage. I/We understand and acknowledge that I/We am/are consenting to the minor child’s participation in **the released activity** with full knowledge of the dangers involved therewith. I/We hereby agree, on my/our own behalf and on behalf of the minor child, to expressly assume and accept any and all risks of personal injury, bodily injury and/or property damage, with full

knowledge that **the released parties**, and others for whom **the released parties** may have legal responsibility, will not be liable for any such injury or damage.

- I/We hereby represent that I/We am/are the custodial parent(s) and/or guardian(s) of \_\_\_\_\_ and have full legal authority to execute this Waiver and Release of Liability on behalf of the minor child, on my/our own behalf, and on behalf of my/our family as a parent and/or guardian of the minor child.
- I/We have been advised by the Franklin Public Schools of recent and applicable travel advisories on travel for American citizens issued by the United States Department of State. We have undertaken such investigation of the effects of these travel advisories as we deem necessary. We hereby declare that the participation of the student in the released activity/trip is voluntary and undertaken with full knowledge of the risks inherent in participation in the trip.
- I hereby agree to provide emergency contact information, medical information and insurance information regarding my child to the Franklin Public Schools as requested by Franklin Public Schools prior to my child's participation in the released activity.

I/We hereby acknowledge that I/We have had full opportunity to read and review this Waiver and Release of Liability and understand its contents. I/We execute this Waiver and Release of Liability voluntarily and freely.

**THIS IS A RELEASE OF CLAIMS AND WAIVER OF LIABILITY**  
**READ CAREFULLY BEFORE SIGNING**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Witness to Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Witness Print Name: \_\_\_\_\_