

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

November 27, 2018

Dept:

RMS

Reason:

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

Enclosure

Yes

Background

Recommendation:

RMS Trip

I recommend approval of the recurring request of the Remington Adventure Club to travel to Rock Spot in Lincoln, RI on December 13, 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: _____

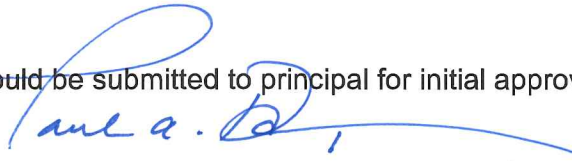
Trip Approval Process for Extended Field Trip

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 12/13 return 5pm 12/13)*
- 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- *\$35 (Includes instruction time, rock climbing shoes, gym time, and bus cost)*
- 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 two teachers 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 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- Frank Fitzgerald and Amanda Christopoulos)*
- 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

 11/15/18

The Superintendent will review and present to the School Committee as an Action Item without requirement of presentation by the trip advisor.