

**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 DECA Students to Atlanta, GA from April 21 through April 25, 2018 for International DECA Competition 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: _____ Miguel Carmo _____ Cell #: _____
_____ 508-344-0074 _____

Other teachers/staff attending:

Date of field trip: _____ 4/21/18-4/25/18 _____ Destination: _____ Atlanta, Georgia- DECA
International Competition _____

Departure time: _____ Early Saturday AM 4/21/18 _____ Return time: _____ Night 4/25/18 _____
Mode of transportation: _____ Airplane _____

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

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

_____ Attached _____

Request Class Coverage/Substitute Coverage:

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 – Anaheim, CA (International DECA Competition)
- b. Departure/expected return dates – **4/21/2018 – 4/25/2018**
- c. Itinerary –
 - A. Depart from Airport early AM on Saturday April 21st and return at night on Wednesday April 25th
 - B. Competition/Presentation takes place on Monday 4/23 and Tuesday 4/24
- 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 realistic experiences through business research.

21st Century Skills Developed - Students will demonstrate skills described by the performance indicators for general marketing 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
- collaboration—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
Plane/Baggage	\$800 (approx.)	\$800 (approx.)
Meals	\$200	\$200
Transportation	\$50	\$50
Total	\$1,524.44	\$1,965

- f. Description on how the trip will be accessible to students from limited income families - All DECA store profits 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. The airline and hotel information is not yet available.
- k. Documentation that all students, advisors and chaperones will have full trip insurance – see attached.
- l. Emergency plan including medical care plan including plan for to administration of medication – see attached
- m. CORI for Chaperones – all chaperones are Massachusetts teachers

n. Extended Field Trip Waiver?

TP 11/29/17

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.