

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

May 14, 2019

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 Field Trip – RW Zoo

I recommend approval of the request to take RMS 7th graders to Roger Williams Zoo in Providence, RI on June 4, 2019 as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

Vote Tabulator

| | |
|-------------------|--------------------|
| 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: _____ |

2018-19 Field Trip Proposal

Remington Middle School Grade 7
 Roger Williams Park Zoo- June 4, 2019

| | | |
|---|--|---|
| | | |
| A | Destination | Roger Williams Park Zoo |
| B | Departure/expected return dates | Leave RMS @ 9:10 AM on June 4 Return to RMS @ 1:30 PM on June 4 |
| C | Itinerary | Leave RMS @ 9:10 AM Arrive at Zoo @ 10 AM 10-12:45 Explore Zoo Leave Zoo @ 12:45 PM Return to RMS @ 1:30 PM |
| D | Summary of trip purpose/educational alignment | Science- Students have been studying life cycles and ecosystems. Social Studies- In geography, students oftentimes explored the native animals of these countries. |
| E | Trip expense, inclusive of all costs | Students 152*\$5= \$760 Adults 16*\$12.95=\$207.20 Buses 4*\$300=\$1,200 Total expense: \$2,167.20 |
| F | Description on how the trip will be accessible to students from limited income families-fundraising plan | Entirety of trip funded by Remington PCC |
| G | Accessibility for students with disabilities | NA: The zoo is accessible to all students in grade 7. |
| H | Number of students needed to support trip | 152 students attending |
| I | Number of chaperones in attendance | 15 chaperones and nurse |
| J | Method of transportation and/or travel agency/organization information | District buses |
| K | Documentation that all students, advisors and chaperones will have full trip insurance | N/A: Trip not overnight. *In the event that the weather potentially could be unsafe (thunderstorms) the trip will be cancelled. |
| L | Emergency plan including medical care plan including plan for to administration of medication | Nurse will be attending trip. All phone numbers of teachers will be shared in case of emergency. |
| M | CORI for Chaperones | NA: All Chaperones are RMS teachers. |
| N | Extended Field Trip Waiver-only applicable if overnight trip | NA |

Any questions please contact Luke Diez, field trip coordinator: DiezL@FranklinPS.net

**Franklin Public Schools
Field Trip Approval Form-Form #1
Kindergarten-8th Grade**

(Check all that apply) During School Day Beyond School Day Music
Dept. Trip

Part I-To be completed by field trip coordinator (FTC) (submit at least 4 weeks before date of trip).

-Upon completion of Part I (*including initials & date) give to School Nurse for Part II completion

-After completion of Part II School Nurse will return form to FTC.

-FTC will do the following:

- review FT nurse status as determined by the school nurse
- complete Part III with date & FTC signature
- submit to principal for approval

School Name: Remington Middle School Class/Club/Other: 7th Grade - 7 Wanderers + Sporting Falcons

Field Trip Destination: Roger Williams Park Zoo

Means of Transportation: Bus

Field Trip Date: June 4, 2019 Field Trip

Time: 9:10 to 1:30
Leave RMS Arrive @ RMS

Food will will not (circle one) be offered on this field trip. If yes, explain students bring lunch or get bagged lunch from Cafeteria.
Falcons Wanderers

Number of Students: 77 + 75 = 152 Curriculum

Correlation: 7th Grade Life Systems + Ecosystems

Cost per Student: \$5 Cost to District: ~~\$4,167.20~~ \$2,167.20 Source of Funding: RMS PCC

students
 $152 \cdot 5 = \$760$
Adults
 $16 \cdot 12.95 = \$207.20$
Bus
 $4 \cdot 300 = \$1200$

Field Trip Coordinator/Contact Person: Luke Diez (401) 678-9123
(Wanderers!)

Chaperones: Both Travers, Rachael Himberg, Luke Kummer, Vickie Brimmer, Luke Diez, Dawn Summels

Falcons) Sean Corcoran, Paula Horzaker, Kathy Goodwin, Devan Donovan, Krista DeSimone, Tammy PHTO, Jill Kurek, Andrea Finch

Chaperones are CORI'd: Yes No

*** Upon completion of Part I, check, date & initial below prior to giving to School Nurse.***

The field trip coordinator will provide the school nurse with a list of students attending the field trip.

LD Initials

4/26 Date

****FORM #1****

Part II-To be completed and signed by the school nurse and returned to the FTC.

-FTC will do the following:

- review FT nurse status as determined by the school nurse
- complete Part III with date & FTC signature
- submit to principal for approval

School Nurse will generate a list of health concerns for review. Based on the review, the school nurse recommends:

that a nurse attends this field trip

that due to the absence of significant medical issues, a nurse does not need to attend this field trip.

Name of Field Trip Nurse, if known, (if recommended): Agency RN (Amy W.)

Kathleen Peckham RN
School Nurse's Signature

4-29-19
Date

Part III-To be signed & dated by FT Coordinator. Once completed submit to Principal for approval.

[Signature]
Field Trip Coordinator Signature

4/29/19
Date

Part IV-To be completed and signed by Principal.

Principal's Authorization: This field trip is approved not approved.

[Signature]
Principal's Signature

4/30/19
Date

****See attached sheet for situational responsibilities****

SITUATIONAL RESPONSIBILITIES

If the field trip occurs during the school day and a nurse is recommended:

- The school nurse will arrange for a field trip nurse to attend.
- The school nurse will provide the field trip nurse with a list of student health concerns, medications, copies of medication orders, a copy of standing orders, healthcare plans (if applicable) and first aid supplies.
- School nurse will be available for consultation as needed.

If the field trip occurs during the school day and a nurse is not recommended:

- The school nurse will provide the trip coordinator with first aid supplies if needed.
- Parents will notify the trip coordinator of any student health concerns by documenting them on the permission form.
- No stock medications will be provided. PRN medications that are covered by self administration laws (prescription inhalers, prescription enzyme supplements, glucose monitoring tests and insulin delivery system, and epinephrine -per 71 M.G.L., 54B) may be carried by students.

If the field trip occurs beyond the school day and a nurse is recommended:

- The school nurse may assist the trip coordinator in arranging for a field trip nurse.
- The school nurse will provide the field trip nurse with a list of student health concerns, copies of medication orders, a copy of standing orders, health care plans (if applicable) and first aid supplies.
- Medications that have been provided for school day use will be given to the field trip nurse. Parents may be requested by the school nurse to supply their student's medications for the field trip. The field trip nurse will be responsible for proper storage and for returning of medications.

- *If the field trip is staffed by a parent/nurse volunteer, parent permission forms with student health concerns as identified on the form by parents, will be given to the nurse volunteer by the field trip coordinator. School nurse will not share health information, however if parent signs field trip consent to share medication order with volunteer nurse, school nurse will do so. First Aid supplies may be provided if needed.*
- If a student needs a medication that is not prescribed for the school day, parents must provide the field trip nurse with a completed Medication Order Form along with the medication, prior to the field trip.
- **NOTE:** If the after school field trip involves more than one school, please suggest that the field trip nurse be compensated for an extra hour of work. This will allow for the collection of health concern information, medications and first aid supplies from all school nurses, prior to the field trip. This must be approved by Central Office.

If the field trip occurs beyond the school day and a nurse is not recommended:

- The school nurse will provide the trip coordinator with first aid supplies if needed.
- Parents will notify the trip coordinator of any student health concerns by documenting them on the permission form.
- No stock medications will be provided. PRN medications that are covered by self administration laws (prescription inhalers, prescription enzyme supplements, glucose monitoring tests and insulin delivery system, and epinephrine -per 71 M.G.L., 54B) will be provided by parents.

If the field trip is out of state:

- The school nurse or field trip nurse will contact that state's Board of Registration in Nursing to find out what their regulations are for practicing on a temporary basis within their state.
- **NOTE:** NY, VA and Washington, DC do have 'exception to practice laws' which allow a school nurse, traveling through that state, to provide care to their students while on a field trip.

BUS TRAVEL GUIDELINES FOR FIELD TRIP NURSE

- The field trip nurse should ride on the last bus.
- If the nurse is needed for a student on a different bus, that bus will stop and wait for the bus with the nurse.
- The buses should not separate so the nurse is available to the entire group at all times.
- The nurse should not be assigned a group of students to supervise on the field trip.

Revised 3/21/18