

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

February 26, 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:

FHS All Eastern Music Festival Trip

I recommend approval of the request of Diane Plouffe to take students to Pittsburg, PA for the All Eastern Music Festival on April 4 – 6, 2019 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 Jen Petrillo 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: Diane Plouffe Cell: 401-767-7095

Other teachers/staff attending: Parents will travel with students and I will meet them on Saturday.

Date of field trip: April 4-6 Destination: All Eastern Music Festival Pittsburg, PA

Departure time: TBA Return time: TBA Mode of transportation: Students will be traveling with parents

Course name and section # of class(es) attending: 1804 & 1821 Brinda Venkataraman and Lauren Dennett

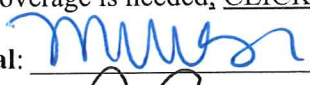
Please provide a brief explanation of the purpose of this field trip.

These students have been selected to perform with the All Eastern Band or Orchestra in Pittsburg, PA.

Request Class Coverage/Substitute Coverage:

If **two or more periods** need to be covered, a professional day request must be filled out and approved prior to submitting field trip request. [CLICK HERE](#)

If just **one period** coverage is needed, [CLICK HERE](#)

Assistant Principal:  Date: 2/13/19

Principal (Extended FT):  Date: 2/11/19

Reviewed by Nurse: _____ Nurse recommended? (Y) (N) Date: _____



NEWS RELEASE

CONTACT: Dennis L. Emert, AllEastManager@pmea.net, 412-376-5649

The 2019 NAFME All-Eastern Honors Ensembles to Perform at The David L. Lawrence Convention Center, Pittsburgh, PA

April 4-7, 2019, Pittsburgh PA: More than 780 of the most musically talented high school students in the Eastern region of the United States have been selected to perform in the 2019 NAFME All-Eastern Honors Ensembles.

Selected to perform in the All-Eastern Honors from _____ (ensemble) are the following students from _____

(school, city, state):

[List students and their instrument or voice.]

With assistance from their music teacher, _____, these exceptional students will prepare remarkably challenging music that they will perform under the leadership of prominent conductors in this biennial event. Students will spend three days rehearsing with one of five conductors during the Eastern Division Conference of The National Association for Music Education to be held in Pittsburgh, Pennsylvania in preparation for performances on April 7, 2019.

The NAFME All-Eastern Honors Ensembles, consisting of a concert band, symphony orchestra, mixed chorus, treble chorus, and jazz ensemble, are organized by members of The National Association for Music Education. The concert band and symphony orchestra will each have approximately one hundred fifty instrumentalists, the jazz ensemble will have eighteen instrumentalists, the treble chorus will have one hundred twenty vocalists, and the mixed chorus will have approximately three hundred twenty vocalists. Student participation from each state is determined by a percentage of the total NAFME Eastern Division membership.

Each of the state music educators associations in the Eastern Division (CT, DC, DE, MA, MD, ME, NH, NJ, NY, RI, PA, VT, Europe) oversee the selection process in their state during the fall of the year before the event and compile ranked lists of recommended juniors and seniors for consideration. The method used to compile the lists varies from state to state, although all recommended students must have been selected to participate in their home all-state festivals.

The committee builds the ensembles from the state presidents' ranked lists, trying to mimic the state population percentages in each group.

The 2019 NAFME All-Eastern Honors Ensembles (all except for Jazz, which will perform on Saturday evening, April 6) will perform for an audience of thousands on Sunday, April 7, 2019, in the Spirit of Pittsburgh Ballroom at the David L. Lawrence Convention Center, Pittsburgh, PA. For program and ticket information please visit www.pmea.org.

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 - Pittsburg, PA - *All Eastern Music Festival*
- b. Departure/expected return dates - 4/4/19 - 4/7/19
- c. Itinerary - *See Attached*
- d. Summary of trip purpose/educational alignment -
- e. *Students will perform with the top student musicians from throughout the Eastern District of the United States.*
- f. Trip expense, inclusive of all costs -
The Franklin Music Boosters are sponsoring all Registration fees for the students. Families have made their own arrangements for travel.
- g. Description on how the trip will be accessible to students from limited income families-fundraising plan - *N/A*
- h. Accessibility for students with disabilities - *N/A*
- i. Number of students needed to support trip - *N/A*
- j. Number of chaperones in attendance - *1 Diane Plouffe*
- k. Method of transportation and/or travel agency/organization information - *Families have made their own arrangements for travel.*
- l. Documentation that all students, advisors and chaperones will have full trip insurance - *N/A*
- m. Emergency plan including medical care plan including plan for to administration of medication - *There will be a nurse on site.*
- n. CORI for Chaperones - *N/A*
- o. Extended Field Trip Waiver-only applicable if overnight trip -
Students are completing forms.

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.

ON-SITE TENTATIVE SCHEDULE

All-Eastern Honors Ensembles

April 4 - 7, 2019 • Pittsburgh, Pennsylvania

Thursday, April 4, 2019

12:00 – 2:30 PM	Registration at the Hotel
3:00 PM	Rehearsal
5:30 – 6:30 PM	Dinner
7:30 PM	Pittsburgh Symphony Concert
10:30 PM	Room Check
11:00 PM	Lights Out

Friday, April 5, 2019

7:30 AM	Breakfast
8:30 AM - 12:00 PM	Rehearsal
12:00 PM	Lunch
1:00-5:30 PM	Rehearsal
5:30 PM	Dinner
7:30 PM	Attend Navy Band and Chorus Concert
9:30 PM	Students back to Hotel
10:30 PM	Room Check
11:00 PM	Lights Out

Saturday, April 6, 2019

7:30 AM	Breakfast
8:30 AM - 12:00 PM	Rehearsal
12:00 PM	Lunch
1:00- 5:30 PM	Rehearsal
5:30 PM	Dinner
7:30 PM	All-State/All-East Jazz Concert
10:30 PM	Room Check
11:00 PM	Lights Out

Sunday, April 7, 2019

7:00 AM	Breakfast
8:00 AM	Rehearsal/Sound Check as needed
10:00 AM	CONCERT – Mixed Chorus and Treble Chorus
12:00 PM	Lunch for Band and Orchestra
2:30 PM	CONCERT – Band and Orchestra