

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:**

Overnight Travel

**Date:**

January 8, 2019

**Dept:**

FHS

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**Reason:**

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

**Enclosure**

Yes

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**Background**

**Recommendation:**

FHS Field Trip

I recommend approval of the request of Olivia Goliger for the recurring trip to Boston on February 28 – March 2, 2019 for the MA All State Music Festival 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: _____        |

DEC 19 2018

## 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: Olivia Goliger Cell #: 774-249-9863

Other teachers/staff attending: \_\_\_\_\_

Date of field trip: Feb. 28 - March 2, 2019 Destination: Boston Seaport Hotel

Departure time: 7:00 AM Return time: TBA Mode of transportation: Parent Transportation

Course name and section # of class(es) attending:  
Wind Ensemble(1804), String Orchestra (1821)

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

Massachusetts All State Music Festival

### 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: [Signature] Date: 12/18/18

Principal (Extended FT): [Signature] Date: 12/18/18

Reviewed by Nurse: \_\_\_\_\_ Nurse recommended? (Y) (N) Date: \_\_\_\_\_

Extended Field Trip Form  
All State Music Festival  
Feb. 28 - Mar. 2, 2019  
Boston, MA

- a. Destination  
All State Music Festival, Seaport Hotel, Boston
- b. Departure/Return Times  
Feb. 28 (7:00am) through March 2 (Concert Time)
- c. Itinerary  
See Attachment
- d. Summary/Purpose/Educational Alignment  
The All State Music Festival is a state wide festival for music educators and high school musicians. Music educators attend workshops. Through an audition process, the top high school musicians from across Massachusetts are selected to perform in these honors ensembles which are conducted by highly respected music educators from across the country.
- e. Trip Expense (paid for through the music gate account)  
(\$325 per student)  
\$500 for Chaperone Hotel Fee (approximate)  
\$175 for Chaperone Conference Fee
- f. Description of how accessible to limited income families / Fundraising plans N/A
- g. Accessibility for students with disabilities N/A
- h. Number of students needed to support trip N/A
- i. Number of chaperones in attendance  
1 : Olivia Goliger
- j. Method of Transportation/Travel Agency/Organization Info  
Transportation will be provided by parent/guardian.
- k. Documentation that all students, advisors, chaperones have full trip insurance
- l. Emergency plan/medical care plan/administration of medication  
Festival provides on site nurse
- m. CORI for Chaperones N/A
- n. Extended Field Trip Waiver Form for Overnight trips  
Students to return forms