Franklin Public Schools
Franklin, Massachusetts 02038

Action Required

Subject: Out of State Travel

Date: December 11, 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:

Chamber Chorus Trip
I recommend approval of the request of Olivia Goliger for the recurring trip to Providence College on February 1, 2019 to participate in an invitational HS Choral Festival 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:	_____

NOV 29 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. Please read this Situational Responsibiliites document from the nurse's office.

Field Trip Information:

Superivising staff member: Olivia M. Goliger Cell #: 774.249.9863

Other teachers/staff attending: N/A

Date of field trip: 2/1/2019
Destination: Smith Center for the Arts, Providence College (Providence, RI)
Departure time: 10am Return time: 5pm Mode of transportation: School bus

Course name and section # of class(es) attending: Chamber Chorus (1810)

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

Students in the FHS Chamber Chorus will travel to Providence College to participate in an invitational high school choral festival. They will have the opportunity to perform pieces for the other high schools in attendance, receive feedback, work with another professional conductor and educator to improve their work. They will also have the chance to listen to other choirs perform and be adjudicated, and hear the Providence College FriarChoirs sing. Finally, they will be given a short tour of the campus.

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

Department Head: Diane Colouffe Date: 9/24/18

Asstistant Principal: Maria Weber Date: 9/25/18

Principal (Extended FT) Date: 10/5/18

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

a. **Destination:** Smith Center for the Arts, Providence College - 1 Cunningham Sq. Providence, RI 02918
b. **Departure and return date:** Friday, February 1, 2019; 10am - 5pm.
c. **Itinerary:**
    i. 10am: Depart from FHS
    ii. 10:30/10:45am: Arrive at Smith Center for the Arts, Providence College
    iii. 11am - 12:15pm: Participate in a brief campus tour/Lunch
    iv. 12:15pm - 1pm: Brief soundcheck in Ryan Concert Hall
    v. 1pm - 4pm: Adjudicated Providence College Choral Festival in the Ryan Concert Hall
    vi. 4:30pm: Depart from Smith Center for the Arts
    vii. 5pm: Arrive at FHS
d. **Summary of trip:** Students in the FHS Chamber Chorus will travel to Providence College to participate in an invitational high school choral festival. They will have the opportunity to perform pieces for the other high schools in attendance, receive feedback, work with another professional conductor and educator to improve their work. They will also have the chance to listen to other choirs perform and be adjudicated, and hear the Providence College FriarChoirs sing. Finally, they will be given a short tour of the campus.
e. **Trip expense:** ~ $510 - 600 total. ($150 festival fee, $360 - 450 bus fee [between $60/75 an hour]).
f. **Description of how trip will be accessible to all:** There will be no cost to the student; all expenses will be paid for using the travel and festival budget from the Music Department line.
g. **Accessibility for students with disabilities:** N/A
h. **Number of students needed to support trip:** 18
i. **Number of chaperones in attendance:** 1 (teacher), plus any parents desiring to come.
j. **Method of transportation and/or travel agency information:** School bus
k. **Documentation that all students, advisors and chaperones will have full trip insurance:** N/A
l. **Emergency plan including medical care plan:** Nurse/Doctor/Health services on site.