



**HANOVER PUBLIC SCHOOLS
FIELD TRIP REQUEST APPROVAL FORM**

Today's Date 9/7/17

Teacher(s) Aaron DiGaudio

Grade(s)/Subject(s) 8th Grade

Classes Participating 8th Grade

Field Trip Destination _____

Date of Field Trip June 4-7 '18

Washington, DC

Time of Departure From School Early Morning

Time of Departure From Field Trip Site Noon

Estimated Time of Arrival Back at School Midnight

Number of Students ~ 200

Number of buses
45 students per bus or
Van (16 students per van) 4 buses

Number of Teachers 15-22

Number of Chaperones
(1 chaperone per 10 students)

Will students be eating on the trip? Y N

Where? Various Restaurants

Will there be vigorous physical activity? Y ___ N

COST OF FIELD TRIP	
Cost of Transportation / Cost per Student	<u>included</u>
Cost of Admission of Fees / Per Student Fee	<u>included</u>
Any additional fees	<u>none</u>
Total Cost Per Student	<u>\$894</u>

Primarily indoor or outdoor? Both

Will there be exposure to any animals? Y ___ N

Field Trip – Relevance to Curriculum

Field Trips should be designed and planned as one of an array of multiple and varied opportunities for students to gain and apply knowledge and understanding of contents, concepts and skills. Field Trips should be educational, academic experiences which:

1. Directly relate to the curriculum standards being taught;
2. Enhance learning;
3. Motivate and engage learners;
4. Enrich the curriculum;
5. Extend the learning;
6. Offer source of facts and new learning materials not immediately available in the classroom/school.

Field Trips – Safe and Valuable Experiences

In addition to the obligation to plan educationally sound field trips, is the serious obligation to ensure that all field trips are safe, secure, and viable learning experiences. Field trips should be designed and planned to:

7. Begin and end within the limits of the times that the children who are participating would usually be in session in school to ensure safety.
8. Avoid potential risks;
9. Include a well-planned schedule of events;
10. Meet the learning needs, development levels, and learning profiles of students;
11. Include accommodations and/or modifications for those in need.

Field Trip Proposal:

An 8th Grade field trip to Washington, DC focusing on our Nation's cultural history, via visits to museums, historic sites, monuments, and memorials. Also, the HMS Band will perform at the Lincoln Memorial steps.

Relevance to Curriculum (reference criteria above):

8th grade teachers and specialists scaffold lessons to prepare and engage students for the DC experience. Teacher chaperones and tour guides build upon this foundation through discussion and experiences.

Plans for Involvement and Safety (reference criteria above):

Night chaperones are provided by World Strides to ensure students are safe and secure within the hotel. Chaperones are trained by our nurse in basic first aid as well as EpiPen training. Events and visits are planned with World Strides to provide a safe learning environment for all students.

Signature of Teacher		Signature of Principal	
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Date	<u>9/7/17</u>	Date	<u>9/7/17</u>
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Signature School Nurse	
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Date	<u>9/7/17</u>
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NOTE: School Committee Approval is needed for all out of state travel. Out of state travel is approved no less than 30 days prior to the scheduled trip date. Out of country travel must be approved prior to the September of the school year in which the trip will take place. Please submit all out of country travel requests to your Principal by May 15 in the school year before the proposed field trip.

Date of the School Committee Agenda	_____
APPROVED	NOT APPROVED