

**Field Trip Request for Approval Form**

Please Note: Written proposal and justification for Field Trips must be submitted to the principal for approval. Requests for out of state travel and/or late night/overnight travel must be approved by the School Committee at least six (6) months in advance.

|  |  |  |  |                                |
|--|--|--|--|--------------------------------|
| Today's Date                               | September 9, 2016  |  | Classes Participating                  |                                |
| Teacher                                    | Aaron DiGaudio   |  |  | 8 <sup>th</sup> Grade Students |
| Date of Field Trip                         | April 18-21, 2017 OR<br>May 30-June 2, 2017                          |  |  |                                |
| Site of Field Trip                         | Washington, DC   |  |  |                                |
| Time of Departure from the School          | Early Morning  |  |  |                                |
| Time of Departure from the Field Trip Site | Noon   |  |  |                                |
| Estimated Time of Return to School         | Midnight   |  |  |                                |
| Type/number of Buses or Vans               | <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Van |  | Number of Students                     | 227                            |
|  | Number needed: 4   |  |  |                                |
| Cost of Transportation Cost per student    | Cost: #___ x \$ ____ = _\$____                                       |  | Number of Teachers                     | Approx. 15-20                  |
|  | Cost per student: Included below                                     |  |  |                                |
| Cost of Admissions or Fees, Per Student    | \$889  |  | Number of Chaperones                   | See above                      |
| Total Cost Per Student for Field Trip      | \$889  |  | Total Number of Participants           | Approx. 200                    |
| Will students be eating on the trip?       | Yes_ <input checked="" type="checkbox"/> No __<br>Where: Various     |  | Primarily indoor or outdoor?           | Both                           |
| Will there be vigorous physical activity?  | No   |  | Will there be exposure to any animals? | Possibly                       |

**Field Trips – Educational Experiences**

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 content, 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 a source of facts and new learning materials not immediately available in the classroom or 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 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 8<sup>th</sup> grade field trip to Washington, DC focusing on our Nation's cultural history, via visits to museums, historic sites, monuments, and memorials. The HMS band will perform at the Lincoln Memorial

**Relevance to Curriculum** (reference criteria above):

8<sup>th</sup> grade teachers 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 |  |
| Date                      |  | Date                   |  |
| Signature of School Nurse |  |                        |  |
| Date                      |  |                        |  |

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|   |  |                              |                       |
|---|--|------------------------------|-----------------------|
| Today's Date                                | 9/9/16   | Classes Participating        | 8 <sup>th</sup> grade |
| Teacher                                     | Aaron DiGaudio   |                              |                       |
| Grade/Subject                               | Visual Arts  |                              |                       |
| Date of Field Trip                          | April 18 <sup>th</sup> -21 <sup>st</sup> or May 30 <sup>th</sup> -June 2 <sup>nd</sup>   |                              |                       |
| Site of Field Trip                          | Washington, DC   |                              |                       |
| Time of Departure from the School           | early morning  |                              |                       |
| Time of Departure from the Field Trip Site  | Noon   |                              |                       |
| Estimated Time of Arrival Back at School    | midnight   |                              |                       |
| Type/number of Buses or Vans                | <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Van<br>Number needed: 4 | Number of Students           | 227                   |
| Cost of Transportation/<br>Cost per student | Cost: # ___ X \$ ___ = ___<br>Cost per student: included below                           | Number of Teachers           | ~ 15-20               |
| Cost of Admissions or Fees, Per Student     | Cost per student: 889  | Number of Chaperones         | See above             |
| Total Cost Per Student for Field Trip       | \$ 889   | Total Number of Participants | ~ 200                 |

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knowledge and understanding of content, concepts, and skills.  
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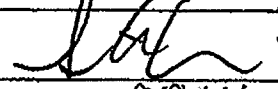
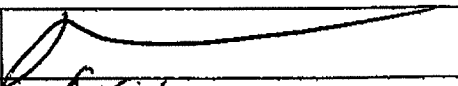
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|   |   |   |  |
|---|---|---|--|
| <b>Signature of Teacher</b>                       |  | <b>Signature of Principal</b>   |  |
| <b>Date</b>                                       | 9/9/16  | <b>Date</b>   | 9/9/16   |
| This will be placed on the _____ Committee Agenda |   | Date of School Committee Meeting: _____                                 |  |
|   |   | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |  |