Hanover Public Schools Field Trip Request for Approval Form Revised 3/1/2016

## **Field Trip Request for Approval Form**

<u>Please Note</u>: 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.

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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 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	V 5	Number of	227
Buses or Vans	X Bus	Students	227
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_X No 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	Signature	
of Teacher	of Principal	
Date	Date	
Signature		
of School		
Nurse		
Date		

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Today's Date	9/4/16			Sthorade
Teacher	Haron Di Gaudio		. ,	7
Grade/Subject	Visual Arts		ğu Bu	·
Date of Field Trip	April 18=21 or May 30th-June 2	2	Classes Participating	
Site of Field Trip	Washington DC		isses Pa	
Time of Departure from the School	early morning		Cla	
Time of Departure from the Field Trip Site	. Noon		,	
Estimated Time of Arrival Back at School	midnight			
Type/number of Buses or Vans	⊠ Bus ☐ Van		Number of Students	227
Cost of Transportation/ Cost per student	Cost: # X \$ = Cost per student: included below		Number of Teachers	~ 15-20
Cost of Admissions or Fees, Per Student	Cost per student:		Number of Chaperones	See above
Total Cost Per Student for Field Trip	#889		Total Number of Participants	~200

		Revised August 19, 2008
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5. extend the le		<ol><li>begin and end within the limits of the times that the children who are participating would usually be in session</li></ol>
6. offer a source	ce of facts and new learning materials not	in school ensure safety
immediately	y available in the classroom or school.	8. avoid potential risks
	,	9. include a well-planned schedule of events
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historic 5	ites monuments, and memorial	s. The HMS band will perform
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Relevance to	Curriculum (reference criteria above):	
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Student	to for the VC experience.	leacher chapterner & tour guider
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Signature	1 / 4/	Signature
of Teacher	I Source !	of Principal

Date

Meeting:

□ Approved

Date of School Committee

☐ Not Approved

Date

This will be placed on the \_\_\_\_\_ Committee Agenda