

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	5 th Grade Science Classes
Teacher	Mrs. Dubois Mrs. Hrenko			McKenna Dubois
Date of Field Trip	March 9, 2017			Brandmark Gray
Site of Field Trip	Museum of Science, Boston			Ryan Hrenko
Time of Departure from the School	4:00PM			Kosak Bishop
Time of Departure from the Field Trip Site	11:00AM			DeCotis Hogan
Estimated Time of Return to School	12:00PM on 3/10/17			
Type/number of Buses or Vans	<input checked="" type="checkbox"/> Bus <input type="checkbox"/> Van		Number of Students	219
	Number needed: 5			
Cost of Transportation Cost per student	\$85 x 6 hours = \$510 Cost: # 5 x \$510 = 2,550		Number of Teachers	Approx. 19
	Cost per student: \$12.00			
Cost of Admissions or Fees, Per Student	Cost per student: \$58 Museum \$50 and Dinner \$8		Number of Chaperones	Approx. 29
Total Cost Per Student for Field Trip	Not to exceed \$80		Total Number of Participants	267
Will student be eating on the trip?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Where: Onsite at the museum		Primarily indoor or outdoor?	Indoor
Will there be vigorous physical activity?	No		Will there be exposure to any animals?	No

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

Hanover Public Schools
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Revised August 19, 2008

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.

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 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

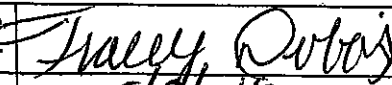
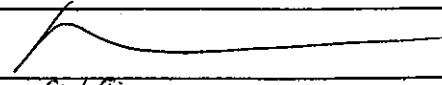
Field Trip Proposal:

Relevance to Curriculum (reference criteria above):

The programs offered through the M.O.S are aligned with the 5th grade science curriculum including: animal adaptations, habitats, and weather. Also, programs will motivate enhance their science knowledge and promote teamwork. This would be our seventh overnight to the M.O.S. and has become a wonderful 5th grade tradition.

Plans for Involvement and Safety (reference criteria above):

The M.O.S. will provide information to all chaperones including a free visit to the museum prior to the trip. I will also host an "information session" at the school explaining to all interested parents of what they can expect at the field trip. Our school nurse, Mrs. Casey, will be there to answer/ address any questions and will be present on the overnight as well.

Signature of Teacher		Signature of Principal	
Date	9/9/16	Date	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	

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Today's Date	9/9/16		Classes Participating	McHenna Dubois	
Teacher	Mrs. Dubois Mrs. Hrenko			Brandmark Gray	
Grade/Subject	Grade 5 Science			Ryan Hrenko	
Date of Field Trip	3/9/17			Kosak Bishop	
Site of Field Trip	Museum of Science, Boston			DeCotis Hogan	
Time of Departure from the School	4:00 pm				
Time of Departure from the Field Trip Site	11:00 am				
Estimated Time of Arrival Back at School	12:00 pm or 3/10/17				
Type/number of Buses or Vans	<input checked="" type="checkbox"/> Bus <input type="checkbox"/> Van Number needed: 5			Number of Students	219
Cost of Transportation/ Cost per student	Cost: # 5 X \$ $\frac{85.00 \times 6 \text{ hrs}}{5} = 2550.00$ Cost per student: \$12.00			Number of Teachers	~19
Cost of Admissions or Fees, Per Student	Museum - \$50.00, Dinner - \$8.00 Cost per student: 58.00		Number of Chaperones	~29	
Total Cost Per Student for Field Trip	No to exceed \$80.00		Total Number of Participants	267	

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