



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

**Today's Date** 9/7/18

**Teacher(s)** Mrs. Dubois  
Mrs. Hrenko  
Miss Rogerson

**Grade(s)/Subject(s)** Grade 5 Science

**Classes Participating** All 5th grade classes (9)

**Field Trip Destination** Museum of Science

**Date of Field Trip** 3/7/19

**Time of Departure  
From School** 4:00pm

**Time of Departure  
From Field Trip Site** 11:00am

**Estimated Time of  
Arrival Back at School** 12:00pm

**Number of Students** ~185

**Number of buses**  
45 students per bus or  
Van (16 students per van) 5 buses

**Number of Teachers** ~15

**Number of Chaperones** ~24  
(1 chaperone per 10 students)

**Will students be eating  
on the trip?** Y X N  
**Where?** cafeteria

**Will there be vigorous  
physical activity?** Y N X

**COST OF FIELD TRIP**

**Cost of Transportation /  
Cost per Student** ~\$15.00

**Cost of Admission of  
Fees / Per Student Fee** \$55.00 pp

**Any additional fees** \$8.00 pp

**Total Cost Per Student** ~\$78.00-80.00

**Primarily indoor or  
outdoor?** indoor

**Will there be exposure to  
any animals?** Y N

\*only if there is a live animal show

### **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:**

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

The programs offered through the MOS are aligned with the 5<sup>th</sup> grade science curriculum, including: animal adaptations, habitats, and weather. Programs will motivate and enhance the students' science knowledge and promote teamwork. This trip has become a wonderful 5<sup>th</sup> grade tradition.

##### **Plans for Involvement and Safety (reference criteria above):**

The MOS will provide information to all chaperones including a free visit to the museum prior to the trip. I will also host an "information session" held at the school, prior to the trip, explaining to all interested parents what they can expect of the trip. The school nurse will be also be at the information session to answer any medical questions or concerns. She will also be attending the overnight at the museum.

Signature of Teacher

*Tracy Curtis*  
9/7/18

Signature of Principal

*Paul R...*  
9/7/18

Date

Date

Signature School Nurse

*Jillie Casper*  
9/7/18

Date

**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 June School Committee Agenda

APPROVED

NOT APPROVED