



Appendix C  
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SEP 08 2022

SUPERINTENDENT'S  
OFFICE

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

**Today's Date** 9/8/22

**Teacher(s)** Aaron DiGaudio

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

**Classes Participating** 8th Grade

**Field Trip Destination** \_\_\_\_\_

**Date of Field Trip** June 5th - 8th

Washington, DC & Gettysburg, PA

**Time of Departure  
From School** Monday @ 4:00 AM

**Time of Departure  
From Field Trip Site** Thursday @ 3:00 PM

**Estimated Time of  
Arrival Back at School** Thurs. @  
midnight

**Number of Students** ~180

**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 X N  
**Where?** \_\_\_\_\_

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

**COST OF FIELD TRIP**

**Cost of Transportation /  
Cost per Student** Included

**Cost of Admission of  
Fees / Per Student Fee** Included

**Any additional fees** None

**Total Cost Per Student** \$1,250

**Primarily indoor or  
outdoor?** Both

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

### **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 end of year 8th grade field trip to Washington, DC and Gettysburg, PA focusing on our nation's cultural history, via visits to museums, historic sites, monuments, and memorials.

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

8th grade teachers & specialists scaffold lessons to prepare and engage students for the trip. Teacher chaperones and guides build upon this foundation through discussions and experiences on the ground.

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

Night chaperones ensure students are safe and secure within the hotel overnight. All chaperones are trained in basic first aid and proper usage of an EpiPen by our school nurse. We travel with a nurse to address any issues on the road. The nurse and a dedicated chaperone work with restaurants and establishments to ensure our food restrictions and needs are met. Events and visits are designed to provide a safe learning environment for all students.

Signature of Teacher

Date

Signature of Principal

Date

Signature School Nurse

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**



## Washington D.C Adventure

*Grand Classroom is a full-service educational travel provider offering teacher-led student trips to National Parks, Historic U.S cities, and international destinations.*

### **Inclusions:**

- All transportation
- 24/7 guide
- All meals
- All lodging
- All activity fees
- Expert tour planning
- Medical and dental insurance
- 24 hour emergency support
- Promotional materials
- Personalized web page
- Full accounting services with custom payment schedules available

*Just the facts*

**Who: Hanover Middle School**

**What: Washington DC Adventure**

**4 days**

**When: Spring/Summer 2023**

**All inclusive pricing: \$1250**

*(Based on 45 students)*

**Chaperone Ratio: 10:1**

*Students can register by visiting*

[www.grandclassroom.com](http://www.grandclassroom.com)

*Click "Find my Trip/Register and search for "Hanover Middle"*

### **Sample Itinerary**

#### **Day One:**

- Depart for Washington D.C.
- Meet Grand Classroom representative
- White House picture stop
- Tour Smithsonian Institution Museums
- Evening tour of MLK, FDR, and Jefferson Memorials
- Check into hotel

#### **Day Two:**

- Hotel breakfast
- Tour George Washington's Mount Vernon
- Lunch
- National Museum of African American History and Culture
- Dinner
- Evening tour of Lincoln, Korean, and Vietnam Veteran Memorials
- Return to hotel

#### **Day Three:**

- Hotel breakfast
- Washington Monument (picture stop)
- Visit the Holocaust Museum
- Lunch
- Tour Ford's Theatre
- DJ Dinner Party at the hotel

#### **Day Four:**

- Hotel breakfast
- Gettysburg Battlefield Tour
- Enjoy Hershey Park
- Lunch at the park
- Depart for home

