

Long-Term Trip Protocol

Hanover High School believes that field trips to other parts of our nation and world are important to our curriculum and meet, at the minimum, the following Expectations For Student Learning.

- A. Students understand and appreciate the diversity and interdependence of all people.
- B. Students act as responsible citizens in the community, state, nation, and world.

Trips that require students to miss more than two school days will take place during school vacations. All trips longer than one day and requiring an overnight stay including regional, national and international experiences which will be considered as school sanctioned events need to submit documentation to the trip committee for approval. These trips may extend a day before and/or after the vacation. A waiver may be granted based on the nature of extenuating circumstances.

The trip organizer, facilitator and primary chaperone of the trip must complete and submit all paperwork by the due dates announced. Any incomplete or late paperwork will be denied consideration for that year.

1. Those requesting a longer-term trip will answer in writing the questions on the L-T Trip Information form.
2. Those requesting a longer-term trip will have their department coordinator sign the questionnaire verifying that the coordinator has seen it and agrees with the request.
3. The Longer-Term Trip Committee will review all the trip requests and make decisions about trips. This will happen in May for trips taking place in the first semester of the next school year and October for trips taking place in the second semester of the school year. Ideally, we will know of trips as soon as possible and create a calendar that shows trips happening for the next two years.
4. L-T Field Trips will be added to the school calendar when it is developed in June.
5. The Longer-Term Field Trip Committee will develop a rotating schedule of major field trips.

Trips must be proposed and approved prior to student and public announcement.

Chaperone Guidelines

Acting as a chaperone on an over-night or extended field trip is a great responsibility. Chaperones are on duty at all times during a field trip.

- There will be at least two chaperones for any trip. Ideally a female and a male chaperone would go on the trip.
- Chaperones are expected to comport themselves in a way that reflects their position. They will not drink alcohol, smoke, etc. throughout the trip.
- Chaperones are responsible for the health and safety of students in their charge.

Long-Term Field Trip Information

Please answer the following questions completely on a separate sheet of paper and attach it to this form.

1. *What are the dates of the trip?*
2. *Who is the professional staff member responsible for the trip?*
3. What is your destination?
4. Why are you going during this time?
5. How many students are going on this trip?
6. What grade levels are going?
7. Do you have trip advisors? If yes, how many and who are they?
8. What is the purpose of the trip?
9. What are the educational goals of the trip?
10. How does it relate to the curriculum in your department? Be specific.
11. How does this trip enrich your curriculum? How will your curriculum reflect what was learned on this trip?
12. How will the experiences of this trip *benefit* the students?

10/26/11

13. What are the financial obligations for each student? *(There is sometimes a small scholarship fund to help students finance their trips.)*

Teacher's Signature

Department Coordinator's Signature

(PLEASE RETURN TO CATHY NIBOLI BY May 1st for first semester trips and by October 1st for second semester trips.

To be filled out by the L-T Field Trip Committee

Approved _____

Not Approved _____

Reason:

Draft Updated 2/07