

**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**

2017 - 2018 FIELD TRIP REQUEST

Date: Nov. 15

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: H. Wendorf

Destination of Field Trip: NYC

Date of Field Trip: 5/24-26 Time of Departure: 7:00 AM Time of Return: 7:00 PM

Number of Students: 24 Cost Per Student: \$250.00

Number of Adults Going: 4 Method of Transportation: US Coachways

LIST ALL CHAPERONES: H. Wendorf, S. Rosen, J. Moretti, J. O'Mahony
Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip.

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes ☒ No ☐

Non-participating teachers will be notified two weeks prior to the trip: Yes ☒ No ☐

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students **NOT** going on the trip that are the responsibilities of the teacher(s) attending?
Yes ☒ No ☐

What is the educational purpose of the field trip?

Cultural experiences, visit to some of the most famous museums in the world, student experience.

What instructional classroom preparations will be done prior to the field trip?

Many meetings to discuss rules, itinerary, expectations, etc. Along with fundraising and museum research.

What follow-up classroom activities will take place after the field trip?

Possibility of making this trip an annual trip.

Approval of Appropriate Administrator (AC, CTC Director:): [Signature]

*****PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY*****

☒ Trip Approved

☐ Trip Disapproved

Reason for Denial: _____

Principal's Signature: [Signature] Date: 11/9/18



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PETER DRISCOLL
Principal
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THOMAS WALDRON
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January 8, 2019

Dear Dover School Board Members,

This letter is being written in support of an overnight trip to New York City from May 24 through May 26, 2019. Holly Wendorf and Samantha Rosen from the Visual Arts Department, along with Counselor Jeff Moretti and Teacher John O'Mahony will be chaperoning this trip that has been developed by the Photography Club and will include visiting the Whitney Museum of American Art, The Metropolitan Museum of Art, The Museum of Modern Art, and The Guggenheim Museum. The trip will provide a cultural experience that allows students to experience some of the world's most renowned works of art.

Thank you for your consideration.

Sincerely,

Peter Driscoll
Dover High School Principal

Dover High School
Art Department
November 15, 2018

Dr. William R. Harbron
Superintendent of School
Dover, NH 03820

Dear Dr. Harbron and Dover School Board Members:

I am writing you to request preliminary approval for the Photography Club to travel to New York City in May of 2019. Our plan is to tour all the famous art museums we can fit in the weekend. This will be a great opportunity for our club members to see artwork shown in their classes and discussed in the club. We plan on leaving the morning of Friday, May 24th and will return the evening of Sunday, May 26th.

I have been with Dover High School for two years now. This will be my first overnight trip with Dover but will be my 5th trip to New York City with high school students. While employed at the Concord School District, I planned and implemented this trip with students of the National Arts Honor Society on 4 separate occasions with great success. The extensive planning and preparation for a trip like this is all worth it when I get to witness students experiencing art they have previously only seen in pictures. As an art teacher, it is very important that I open my students' worlds to life outside our classroom walls and to help them make connections to what we learn about in class. New York City offers a wide range of teachable moments that can't be found inside our Dover Community, such as cultural immersion, mass public transit, and city life.

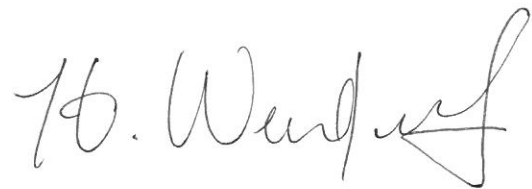
This trip is truly driven by the students in the photography club. They have been involved in every aspect; from planning where to go, to cost, to this letter. Students will be going to The Whitney Museum of American Art, The Metropolitan Museum of Art, The Museum of Modern Art, and The Guggenheim Museum. All of these are world renowned and offer a wide range of artists styles and media.

We have chosen chaperones carefully. All the adults in attendance will have experience with this group of students. Photography club members chose and voted on which chaperones to ask to attend. We will have both male and female chaperones from more than one department. Chaperones will pay the same fare that the students pay as they will be experiencing the same things as the students. We will cap this trip at 24 students. With 4 staff members, we will have a 6:1 student to teacher ratio.

I will include a sample itinerary along with addresses and information about each major stop on this trip. All chaperones will be school employees and will attend meetings prior to this trip to go over itinerary, medical, costs, and expectations. All chaperones will have student medical forms and emergency contacts with them at all times. In addition, my phone will be the

hub for any emergency contact from the school, parents, or students. Club members will be planning some fund raising to help defray the costs of the trip. Planning six months in advance allows the students time to save money and pay in manageable installments.

I have done my best to provide you with any information I thought you would need or want. Please contact me if you need any further information that you may require to grant us approval. You can call me at work at 516-6965 or on my cell 603-724-0846 or email me at h.wendorf@sau11.org.

A handwritten signature in cursive script, reading "H. Wendorf". The signature is fluid and stylized, with a large loop at the end of the last name.

Holly Wendorf
Art Teacher
Dover High School

Photography Club
New York City Itinerary 2019

January 25th

\$100.00 deposit due to secure spot.

March 22nd

\$100.00 payment due

April 19th

Final \$50.00 payment due

May 24th

7:00 - Depart DHS on chartered US Trailways bus
11:30 - Arrive at Bryant Park NYC
11:30-12:30 - Lunch around Bryant Park
12:30-1:30 - Walk through Central Park to Hostel
1:30-3:30 - Check into Hostel, down time.
3:30 - Head over to the NYC Highline
5:30 - Dinner around The Whitney Museum
6:30-9:30 - The Whitney Museum of American Art
9:30 - Back to Hostel
10:30 - Lights out at Hostel

May 25th

8:00 - Meet in Lobby
8:30-9:30 - Breakfast around the MET.
10:00-12:00 - Metropolitan Museum Of Art
12:30-1:00 - Lunch around the MoMa
1:00-3:00 - Museum of Modern Art
3:30 - Head back to Hostel
5:00 - Meeting for dinner
5:45-9:00 - Dinner in Chinatown
9:30 - Back to Hostel
10:30 - Lights out at Hostel

May 26th

8:00 - Meet in Lobby

8:30-9:30 - Breakfast around the Guggenheim Museum

10:00 - Guggenheim Museum

12:00 - Lunch around Port Authority Bus Terminal

2:00 - Load Bus back to DHS

7:00 - Arrive back to DHS

Costs

\$250.00 per person

Includes: Bus transport, Hostel Accommodations, Entrance to All museums.

Addition funds: Students will need to bring additional funds for their subway ticket (\$20.00) and funds for food. While some students are fine with a \$2.00 slice of pizza, others may not. Extra money for food and souvenirs will be at student and parent discretion.

Rules

All the same rules outlined in the Student Handbook apply. Students are not to be using or bringing with them drugs or alcohol. Students will stay in rooms by sex and should not be in rooms of the opposite sex. Students who fail to follow rules will be put back on a bus with a chaperone heading home at the parents expense. The student will then be reported to the school and consequences will be handled by their Dean and Principal.

Medical

Students will be required to fill out medical forms and permission slips with their parents to be returned to the Chaperones prior to departure. Parents will need to fill out emergency contacts forms and these will be copied and given to each chaperone. At least one chaperone will be CPR certified.

Transportation

US Trailways

Lodging

Jazz Hostel on the Circle (Columbus Circle)
940 8th Avenue
New York, NY 10019

Museums

The Whitney Museum of American Art
99 Gansevoort St.
New York, NY 10014

Metropolitan Museum of Art
1000 5th Avenue
New York, NY 10024

Museum of Modern Art
11 W 53rd Street
New York, NY 10019

The Guggenheim Museum
1071 5th Avenue
New York, NY 10128