

## DISTRICT 709 FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

**DIRECTIONS:** All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

**DEFINITIONS:**

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: *D. Washburn*  
 Not Recommended Date: 6/21/2022

Assistant Superintendent:  Recommended Name: *Anthony Bor*  
 Not Recommended Date: 6/21/2022

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:     Instructional     Supplementary     Extended

1. Organization/Grade/Course Planning Trip: DPS American Indian Ed. Program 7-12 grade
2. Contact Person (Responsible for Checklist Completion): Edge Washington
3. Field Trip Date(s): 6/28/22 Destination: Bayfield, WI
4. Field Trip Overview (Include events, establishments and locations): We will be visiting tribal garden + fishery, taking a tour of Madeline Island + Learning about Ojibwe in that area - history + culture
5. Field Trip Departure from School (Date and Time): 6/28 9:00 am  
Field Trip Return to School (Date and Time): 6/29 6:00 pm
6. Objectives of Field Trip: - acquiring knowledge of the Ojibwe people in Madeline Island area - culture, history; language - current events
7. Relationship to Curriculum or Student Learning: This trip will meet US History State Standards as well as provide an indigenous perspective on US History
8. Planned Follow-up Field Trip Activities: Utilizing what they learned they will have discussions + provide a presentation to the group
9. Field Trip Budget Request    5 adults, 20 students

| Estimated Expenses  |                    |
|---|--------------------|
| Total Admission/Fees  | \$ 0               |
| Total Meals   | \$ 1,000           |
| Total Lodging   | \$ 1700            |
| Total Transportation  | \$                 |
| <input type="checkbox"/> School District Vehicle(s)   |                    |
| <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Rental - enterprise - vans (2)</u> | 200-               |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____                          | 300                |
| Total Additional Stipends:  | \$                 |
| Other:  | \$                 |
| <b>Total</b>  | <b>\$ 3,000.00</b> |

| Revenues  |                    |
|---|--------------------|
| District Budget Code: <u>01-E-005-005-320-305-340</u> | \$                 |
| Booster Group   | \$                 |
| Donations   | \$                 |
| Student Fees  | \$                 |
| Total Additional Stipends:                            | \$                 |
| <b>Total</b>  | <b>\$ 3,000.00</b> |

11. Reviewed/Completed Request Checklist:     Yes     No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL**

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary *See attachment*

**TIME**

**LOCATION**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: \_\_\_\_\_

*Washington*

## FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person: \_\_\_\_\_

*Washington*

## Field trip Schedules:

**June 23, 2022**

### College visit

Leave Denfeld at 11:00 am

Arrive at Northwestern Technical college 11:30-1:00

Arrive FDLTCC 1:30-3:00

Leave FDLTCC to go to dinner at Gordy's High hat 3:00-4:30

Arrive at Denfeld at 5:00

**June 24, 2022**

### Duckpin Bowling

Leave Denfeld 12:00

Arrive Skyline Lanes 12:20

Leave Skyline Lanes 3:30

Arrive Denfeld 4:00

**June 28-29, 2022**

### Overnight field trip to Bayfield/Madeline Island

Leave Denfeld at 9:00 am

Arrive Bayfield 11:00 am

BBQ Lunch 11-12:00 at Legendary Waters Campground

Kayaking: 12-1:45

Basswood Island Scavenger Hunt/hike: 2:00-3:45

Frog Bay Park: 4:-5:45

Dinner: 6:00-7:00 Grandma Jo's Fish and Chips food truck

Campfire/fluteplayer/elder activities: 7:00-9:00

Bedtime 10:00 pm

Jun 29, 2022

Breakfast 8:30-9:30 am

Red Cliff Tribal Farm tour: 9:30-10:30 am

Red Cliff Fish Company tour: 10:30-11:30

Lunch 11:30-12:30 Grandma Jo's Fish and Chips Food truck

Ferry to Madeline Island at 1:00

Madeline Island Museum tour/Madeline Island tour: 1:30-3:30

Ferry back to mainland 3:30

Arrive back at to Denfeld 6:00 pm