

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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: Lanni Kuff
 Not Recommended Date: 1/25/10

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: _____

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 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). *NA*
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

TIME	LOCATION
<i>See attached</i>	<i>See attached</i>

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

Signature of Contact Person: *Mark Fisher*

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: *Mark Fisher*

Duluth East High School String Orchestra Performing Tour to New York City 3/31-4/2

Total of \$730 to be paid to East Orchestra by Monday Feb 22, 2010 for students and CHAPERONES. Last Payment of \$330 due then. Deduct \$57 if you did Community Day fund raiser. Chaperones please have background check done by June 26 and submit to Mr Eskola with receipt for reimbursement. Thanks.

March 31 – April 6, 2010 Itinerary(Dates and times for all activities outlined below are subject to change)

DAY ONE: Wednesday, March 31, 2010 Pack: wire music stands for your performances

1:30 p.m. - 2:00 p.m. Load the luggage and instruments into the buses (2)
2:00 p.m. Depart for New York, NY (1,287 miles/21 hours of straight driving)- Lose 1 hour for EST
1 hour Dinner stop (student expense), driver change and fuel stop

DAY TWO: Thursday, April 1, 2010 1 hour Breakfast and lunch stops (student expense)

3:00 p.m. – 6:00 p.m. Check into the Embassy Suites Parsippany 909 Parsippany Boulevard Parsippany, NJ 07054
973-334-1440 – Phone 973-334-1856 – FAX

- Hotel rooms have coffee maker, hairdryer, iron and ironing board, microwave and refrigerator.
- Unpack (**DO NOT LEAVE** money in hotel room!!!) -Swim in the hotel's indoor pool from 6:00 a.m. - 10:30 p.m.
- 5:30 p.m. – 7:30 p.m. Manager's Reception served in the hotel lobby- Snacks and unlimited soft drinks
- 6:30 p.m. – 6:45 p.m. Travel to the Rockaway Townsquare Mall (10 miles/15 minute drive)
- 6:45 p.m. – 8:00 p.m. Dinner & shopping in Rockaway Townsquare Mall/Food Court (student expense)
- 8:00 p.m. – 8:15 p.m. Travel back to the hotel (10 miles/15 minute drive)
- 11:00 p.m. – 3:00 a.m. Private security guard to watch the group's hotel rooms (1)

DAY THREE: Friday, April 2, 2010

7:15 a.m. – 7:45 a.m. Bus #1 eats made-to-order breakfast served in the hotel lobby
7:45 a.m. – 8:15 a.m. Bus #2 eats made-to-order breakfast served in the hotel lobby
8:15 a.m. – 8:30 a.m. Entire group NYC Orientation from Performance Tours in the breakfast room:

- It is absolutely critical to be on time!!! - Be flexible. - It's OK to leave your belongings on the bus.
- The bus will always pick you up where you were dropped off.
- Stay in groups of 4 at all times. - NYC is a grid system; always note where you were dropped off.
- Be careful buying from street vendors (CDs, DVDs, jewelry, sunglasses).
- In China Town **DO NOT** go into backrooms to buy a Coach Purse.
- Suggestions for female students - holding your purse at all times.
- Bus will never return to the hotel other than at the end of the day.
- Experience the city (try new foods, talk to the locals). - Experience of a lifetime; enjoy it!

Travel to [redacted] ([redacted] miles/ [redacted] minutes of straight driving)
 Arrive at [redacted] - Set-up and warm-up
 Exchange concert at [redacted] with their orchestra
 10:45 a.m. – 11:00 a.m. Load instruments back on the bus
 11:00 a.m. – 12 Noon Travel into New York City ([redacted] miles/ [redacted] minutes of straight driving)
 12:00 p.m. – 2:00 p.m. [redacted] - Lunch on own (student expense)
 2:00 p.m. – 2:30 p.m. Travel to the United Nations ([redacted] miles/ [redacted] minutes of straight driving)
 2:30 p.m. – 3:00 p.m. Go through the United Nations security check
 - Not allowed to bring anything sharp into the building - Cameras are allowed
 3:00 p.m. – 4:30 p.m. Guided tour of the United Nations
 4:30 p.m. – 6:30 p.m. Stop on the tour of [redacted]
 - Meet Bruce Roberts in front of the United Nations - We'll visit ground zero
 - Will get on and off the bus many times during the tour - Tour ends in China Town
 6:30 p.m. – 7:30 p.m. 9-course group dinner at Grand Harmony Restaurant in China Town
 7:30 p.m. – 9:30 p.m. Free time for shopping in China Town and Little Italy (student expense)
 - This area offers the best deals for souvenir shopping in the city!
 9:30 p.m. – 10:30 p.m. Travel back to the hotel (34 miles/45 minutes of straight driving)
 11:00 p.m. – 3:00 a.m. Private security guard to watch the group's hotel rooms (1)

DAY FOUR: Saturday, April 3, 2010

7:30 a.m. – 8:00 a.m. Bus #2 eats made-to-order breakfast served in the hotel lobby
8:00 a.m. – 8:30 a.m. Bus #1 eats made-to-order breakfast served in the hotel lobby
8:45 a.m. – 9:45 a.m. Travel into New York City (34 miles/1 hour of straight driving)
10:00 a.m. – 10:30 a.m. Arrive at Montana Studios NYC - Set-up and warm-up
10:30 a.m. – 11:30 a.m. Master clinic with David Barg
11:30 a.m. – 11:45 a.m. Load instruments back on the bus

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- 11:45 a.m. – 12:15 p.m. Travel to Radio City Music Hall
- 12:15 p.m. – 1:30 p.m. Guided tour Radio City Music Hall (12:15 p.m. 30 people, 12:30 p.m. 14 people)
- 1:30 p.m. – 3:30 p.m. Free time for lunch on Madison Avenue and shopping on Fifth Avenue Bruno Magli- Cartier (Carriage Rides (30 minutes/\$35.00 for 4 people) Disney , Godiva Chocolate, Gucci NBA Store, Nike Town (front door on 57th) - Saks Fifth Avenue - St. Patrick's Cathedral - Rockefeller Center
- 3:30 p.m. – 4:30 p.m. Travel to the Top Of The Rock Observation Deck- Height comparisons:- Top of the Rock on 3 levels (67 – 70 stories)-Empire State Building 86 stories-World Trade Center had 110 stories
- 4:30 p.m. – 5:00 p.m. Walk to the Minskoff Theatre – West 45th & Broadway
- 5:00 p.m. – 7:30 p.m. Free time for shopping and dinner Times Square (student expense)
- 7:30 p.m. – 8:00 p.m. Arrive at the Minskoff Theatre - Get your ticket and find your seat
- 8:00 p.m. – 10:00 p.m. Attend the Broadway Show “Lion King”
- 10:15 p.m. – 11:15 p.m. Travel back to the hotel (34 miles/45 minutes of straight driving)
- 11:00 p.m. – 3:00 a.m. Private security guard to watch the group’s hotel rooms (1)

DAY FIVE: Sunday, April 4, 2010 (daylight savings – turn clocks forward 1 hr.)???

- 8:00 a.m. – 8:30 a.m. Bus #1 eats made-to-order breakfast served in the hotel lobby
- 8:30 a.m. – 9:00 a.m. Bus #2 eats made-to-order breakfast served in the hotel lobby
- 9:15 a.m. – 10:00 a.m. Travel into New York City (34 miles/45 minutes of straight driving)
- 10:00 a.m. – 12:30 p.m. Self-guided tour of The Metropolitan Museum of Art
- 12:30 p.m. – 1:00 p.m. Walk across Central Park to the Time Warner Center for lunch (student expense)
- 1:00 p.m. – 2:30 p.m. Lunch in the Time Warner Center Food Court (student expense)
- 2:30 p.m. – 2:45 p.m. Walk to Lincoln Center
- 3:00 p.m. – 4:00 p.m. Guided Tour of Lincoln Center - Tours originate Tour Desk Avery Fisher Hall lobby
- 4:00 p.m. – 4:45 p.m. Drive to South Street Sea Port and park the buses (8 miles/45 minute drive)
- 4:45 p.m. – 6:00 p.m. Walking and picture taking tour of the Wall Street area with Tour Director
- 6:00 p.m. – 7:30 p.m. Dinner and shopping in South Street Sea Port Food Court (student expense)
- 6:30 p.m. – 7:30 p.m. Optional walk on the Brooklyn Bridge with the Tour Director
- 7:30 p.m. – 8:15 p.m. Travel back to the hotel (34 miles/45 minute drive)
- 8:30 p.m. – 10:30 p.m. Swim in the hotel’s indoor pool
- 11:00 p.m. - 3:00 a.m. Private security guard

DAY SIX: Monday, April 5, 2010

- 7:30 a.m. – 8:00 a.m. Bus #2 eats made-to-order breakfast served in the hotel lobby
- 8:00 a.m. – 8:30 a.m. Bus #1 eats made-to-order breakfast served in the hotel lobby
- 8:30 a.m. – 9:00 a.m. Group check-out and load the buses
- 9:00 a.m. – 10:00 a.m. Travel into Jersey, City (27 miles/45 minutes of straight driving)
- 10:00 a.m. – 10:30 a.m. Go through Liberty State Park security

~~10:30 a.m. – 11:00 a.m. [REDACTED]~~

10:45 a.m. – 1:15 p.m. Visit the Ellis Island Museum * Lunch on own (student expense)

Notes for visit: * Get back in line @ 1:30 p.m. * Next ferry will be to Statue of Liberty.
 * Best view is top of the ferry. * When we get off the ferry meet for group picture @ the flag pole. During your stay on Ellis Island this is best place to eat lunch & gift shops ALSO- Three floors of exhibits.
 - Can pay \$8 more for a 40 min audio-tour - Into the museum on the right – bank of computers you can search your Surname.
 - Surname will match Wall of Honor on backside of the museum. - Into the museum left of the bank of computers is a theatre FREE movie “Island of Hope, Island of Tears”. Free ticket from Park Rangers (in to the left). * Movie lasts 45 minutes
 * Movie times: 10:30 a.m. – 3:30 p.m. (every hr. on hr.) - Theatre holds a total of 140 people
 *In museum - right bank of computers to access information About genealogy for a fee.Or, check on-line for no charge

- 1:30 p.m. Get in line for the 1:30 p.m. ferry
- 1:30 p.m. – 1:40 p.m. Take ferry to see the Statue of Liberty (best view from the top of ferry) Can’t walk to top of Liberty
- 1:40 p.m. – 2:30 p.m. Visit Liberty Island & Statue of Liberty- Group
- 2:30 p.m. Get in line for the 2:45 p.m. ferry
- 2:30 p.m. – 2:45 p.m. Take the ferry back to Jersey City, NJ
- 3:00 p.m. Depart for Duluth, MN (1,287 miles/21 hours of straight driving)
 - Gain 1 hour for CST

1 hour Dinner stop (student expense), driver change and fuel stop

DAY SEVEN: Tuesday, April 6, 2010

- 1 hour Breakfast and lunch stops (student expense)
- 2:00 p.m. Arrive back at Duluth East High school and unload the bus

EMERGENCY CONTACTS Contact the group’s Tour Director Michael Pileggi:
 Cell phone 763-442-6317 Office phone 763-576-6909 (checked nightly and returned the following day)
 2nd emergency contact Brie Pileggi: Office phone 952-405-9506 Cell phone 612-387-3678

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: FFA - State Convention
2. Contact Person (Responsible for Checklist Completion): Jennifer Madole
3. Field Trip Date(s): April 25-27, 2010 Destination: St. Paul + Mpls Hof M Campus's
4. Field Trip Overview (Include events, establishments and locations): Students will attend MN State FFA Convention. They will participate in workshops, and many qualified for participation in Career Development Events (competitions)
5. Field Trip Departure from School (Date and Time): April 25, 2010 (Sunday 1:00 pm)
Field Trip Return to School (Date and Time): April 27, 2010 (Tues) 8:30 am
6. Objectives of Field Trip: Students apply skills learned in Ag. CTE classes. Participate in leadership activities and gain knowledge in New Agriculture, natural resource topics. Also solidifies FFA officer team, - promotes teamwork
7. Relationship to Curriculum or Student Learning: See above.

8. Planned Follow-up Field Trip Activities: Students Share w/ classmates upon return. New things learned + experience in competition. Encourage those attending to lead the FFA in 200-2011.
9. Field Trip Budget Request

Estimated Expenses				
Total Admission/Fees	<u>\$350-Registration</u>	<u>\$121-Gas ^{misc}</u>	<u>\$35 (Scanner fee)</u>	\$ 506.00
Total Meals	<u>Students on own - Advisor -</u>			\$ 950.00
Total Lodging				\$ 1000.00
Total Transportation				\$
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>- 2 vans @ 600mi. @ .55</u>			
<input type="checkbox"/> Commercial Transportation Carrier ~ Name:				330.00
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:				
Total Additional Stipends:	<u>substitute teacher/s</u>			\$ 300.00
Other:				\$
Total				\$ 2,596

Revenues		
District Budget	Code: <u>1-340-200-424-</u>	\$ 746. --
Booster Group		\$
Donations	<u>FFA FLYERS/RAISERS/Plant Sales</u>	\$ 1400.00
Student Fees	<u>\$50.00 = ea.</u>	\$ 450.00
Total Additional Stipends:		\$
Total		\$ 2,596

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

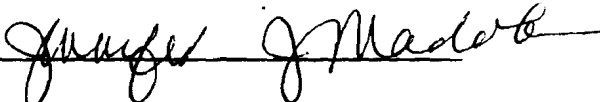
FIELD TRIP REQUEST CHECKLIST - All Field Trips

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

TIME	LOCATION
<u>see</u>	<u>attached.</u>
_____	_____
_____	_____
_____	_____

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

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST - Extended/Externally Sponsored 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: _____

Duluth FFA Itinerary for State FFA Convention

- 4/26/08
 - 1:00 p.m. Leave STC Parking lot
 - 2:00 p.m. Hinckley of North Branch snack stop
 - 4:00 p.m. Van #1 Forestry Team to St. Paul Campus to register and Study Session #1
 - Van #2 To Hampton Inn hotel for check in and Study Ses. #1
 - 5:30 p.m. Dinner meeting together at Green Mill in hotel
 - 6:30 p.m. Van#2 Leave for Northrup for Talent Show and Reflections Program (Official dress required.) OR Team Study Session #2
 - 10:00 p.m. In rooms

- 4/27/08
 - 6:30 a.m. Breakfast in hotel (included)
 - 7:00 a.m. Leave for U of M St. Paul Campus
 - 7:30-11:30 a.m. Forestry/Floriculture/Nursery Career Development Events
 - 8:15 a.m. 1st General Session for Delegates
 - 9:15 a.m. Workshop:
 - 11:30 a.m. Beef Barbeque Vo-Tech Building balcony
 - 1:15 p.m. Workshop:
 - 3:15 p.m. Leave Campus for hotel
 - 5:00 p.m. Leave for Science Museum of Minnesota
Dinner and shopping at Mall of America
 - 9:00 p.m. Leave Mall of America for hotel
 - 10:00 p.m. In rooms

- 4/28/08
 - 8:00 a.m. Breakfast in hotel
 - 9:30 a.m. Como Park Conservatory (free- will donation)
 - 11:30 a.m. Lunch location to be determined
 - 12:00 p.m. Northrup Auditorium Mpls Campus for 5th General Session and Awards Program
 - 3:00 p.m. Leave for Duluth

State FFA Convention 2010

Career Development Events Expecting Official Dress

Agribusiness Sales	FFA Creed
Crops	Dairy Cattle
Dairy Foods	Farm Management
Fish and Wildlife	Floriculture
Food Science	Extemporaneous Public Speaking
General Livestock	Horse
Job Interview	Marketing Plan
Nursery Landscape	Parliamentary Procedure
Poultry	Prepared Public Speaking
Small Animal	Novice Parliamentary Procedure

Career Development Events Expecting Official Dress and Appropriate Attire

- Ag Issues – Official Dress or appropriate costumes.
- Agricultural Mechanics – Come prepared to work in shop (Shop coat & Safety Glasses).
- Dairy Cattle – Come prepared to judge in cold building/outdoors.
- Dairy Showmanship – Dairy whites are considered appropriate.
- Forestry – Come prepared to work out of doors.
- General Livestock - Come prepared to judge in cold building/outdoors.
- Meats – Sweaters, coats, warm clothes and footwear recommended.
- Poultry – Come prepared to handle birds.
- Soils – Contest may be held Out of Doors, be prepared for working in the elements.

Career Development Events Expecting Appropriate Attire or Official Dress

Talent – Contestants may wear costumes appropriate for their performance.

Members who may be participating in CDE's that will be held out of doors, or in cold buildings may wear a warmer jacket in addition to Official Dress.

Members who may be handling livestock, performing, performing skill tasks may wear coveralls, or jackets that protect official dress attire.



Woodland Hills Academy
 110 West Redwing Street
 Duluth, MN 55803
 Phone: (218) 728-7492
 Fax: (218) 728-7495

January 19, 2010

Dr. Joe Hill
 Ind. School Dist. 709
 215 N. 1st Ave. E.
 Duluth, MN 55802

Dear Dr. Hill,

This is to certify that the person listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive his diploma from the Duluth Public Schools.

<u>Name of Graduate / School</u>	<u>Graduation Date</u>
<u>Woodland Hills Academy</u> Clarence Sagataw-Paquette	1/21/2010

A handwritten signature in cursive script that reads "Gregg A. Maus".

Gregg A. Maus
 Principal,
 Residential and Day Treatment Schools