

DISTRICT 709 FIELD TRIP REQUESTS

Laura Mac
5th Grade
Well Ridge
May 2025

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: Carrie Thompson
☐ Not Recommended Date: 2-27-25

Assistant Superintendent: ☒ Recommended Name: [Signature]
☐ Not Recommended Date: 3/4/25

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: Laura Mac 5th Grade

2. Contact Person (Responsible for Checklist Completion): Adam Metzer

3. Field Trip Date(s): 5/14 - 5/16 Destination: Wolf Ridge ELC

4. Field Trip Overview (Include events, establishments and locations): Environmental classes and Outdoor education experiences

5. Field Trip Departure from School (Date and Time): 5/14/25 9:00 AM

Field Trip Return to School (Date and Time): 5/16/25 1:45 PM

6. Objectives of Field Trip: Environmental education classes

7. Relationship to Curriculum or Student Learning: Addresses MN science, and social studies standards, and SEL outcomes.

8. Planned Follow-up Field Trip Activities: Journaling & Reflection Project

9. Field Trip Budget Request

See Attached

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$

11. Reviewed/Completed Request Checklist: ☐ Yes ☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

Wolf Ridge Budget 2024-25 SY	
Tution Per Person	\$180
Number of Attendees	43.00
Deposit Amount	\$80
Expenses	
WR Tution	\$7,740
Transporation	\$1,000
Total Expenses	\$8,740
Funding	
Student Deposits	\$3,440
Grants	We received a large grant from Wolf Ridge this \$9,200 year.
Donations	\$0
Total Funding	\$12,640
Total Funding	\$12,640
Total Expenses	\$8,740
	Excess funds will be used to cover adult \$3,900 chaperone support.

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 10/9/24
- ☐ 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
- N/A ☐ 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.
- N/A ☐ 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 ATTACHED

TIME

LOCATION

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

Signature of Contact Person:



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.
- N/A ☒ 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:



Wolf Ridge May 31- June 2 Detail Schedule

Time	Learning Group A	Learning Group B	Learning Group C
Wednesday May 31st			
7:35	Arrive at LM, gather in Large Muscle Room. (near front entrance) Students should get breakfast & eat in cafeteria. Label student luggage. All student (labeled!) meds to Pav/Rudolph.		
8:15	Begin loading the bus, everyone should have a bathroom break before we head out. Students load bags onto the trailer.		
8:30			
10:30	Arrive at	ed.	
10:45 - 11:30	Meet with WR staff for welcome continuation	a quick nature walk or 2	
12:15			
1:30 - 4:30	Ojibwe Heritage ED5	Superior View Hike ED7	
5:15			
6:30 - 9:00	Skyview Ropes ED Lobby 6:30 - 9	Evening Presentation SC1 6:30 - 7:15 Planetarium Sc1 7:15 - 8:15	
9 - 9:30	Get ready for bed - quiet journal/reading time in dorm room		
9:30	Bedtime- Lights Out		
Thursday June 1st			
7:00	Wake Up and Getting Ready		
7:30	Breakfast - Fireplace Dining Hall		
8:30 - 11:30	Small Mammals ED4	Ojibwe Heritage ED5	Wetlands SC3
12:15	Lunch - Fireplace Dining Hall		
1:30 - 4:30	Wetlands SC3	Superior View Hike ED4	Small Mammals ED5
5:30	Dinner - Fireplace Dining Hall		
6:30 - 9:15	Evening Program 6:30-7:15 Planetarium 7:15 - 8:15 Campfire	Evening Program 6:30-7:15 Night Hike/Campfire set-up 7:15-8 Campfire	Skyview Ropes ED Lobby Campfire
9:15 - 9:30	Get ready for bed - quiet journal/reading time in dorm room. Start consolidating things into bags.		
9:30	Bedtime, Lights Out		

2024
Schedule,
Rooms, etc.

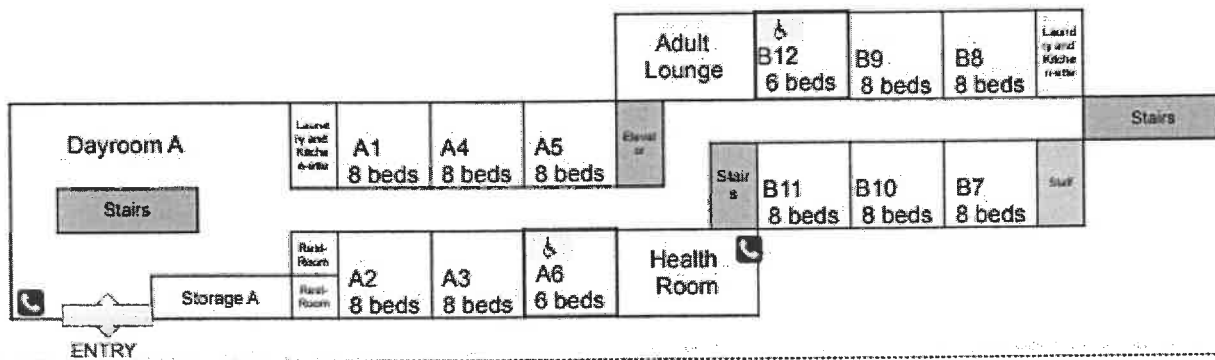
	Final Day! Need to be packed up and out of rooms before our last class.		
	Friday June 2nd		
7:00	Everybody up and getting ready - bags packed and in lobby!		
7:30 - 8:30	Breakfast - Fireplace Dining Hall Bags packed and in lobby! Moved out of rooms!		
8:30 - 11:30	Superior View Hike ED11	Wetlands SC3	Ojibwe Heritage ED5
11:30 - 12:00	Double check that rooms are clean and nothing if left, Begin loading the bus at 12:00. Pick up our to-go lunch, BATHROOM BREAK!		
12:15	Everyone on the bus, headcount, start passing out lunch when we are on the highway.		
1:30	Arrive back at LM. Load back into the Large Muscle Room		
1:30 - 2:15	Check out students whose parents come to pick them up. Every student needs to sign out with teacher. Return meds.		

Learning Group A Nikki, Jim, & Tommie		Learning Group B Gwen, Josh, & Amber		Learning Group C Colleen, Sam	
A1	B10	A4	B11	A3	B9
Keily	Aaron	Maddi	Cooper	Isabella	Aiden
Lexie	Perrin	Katrina	Atticus	Halle	Kortez
Lexi	Josh	Journie	Gauge	Jaylynn	Caiden
Zameria	Channing	Cassidy	Zeke	Maria	Jer H.
Zoey	Chase	Savanna	Byron	Jazmine	Julian
Fiona		Josey		Audri	
Z		Amarhea		Talia	
B12		A2		A5	
Kristian	Ian	Ava	Trinity	Norah	Kaycen
Jerimiah B	Beau	Mina	Ana	Brooklyn	Piper
		Athena	Angel		
		Allie			

Dorm Assignments

A1	A2	A3	A4	A5	B10	B11	B9	B12
Nikki	Amber	Colleen	Gwen		Jim	Josh	Sam	Tommie
Keily	Mina	Isabella	Maddi	Norah	Aaron	Cooper	Aiden	Kristian
Lexie	Athena	Halle	Katrina	Kaycen	Perrin	Byron	Kortez	Jerimiah B
Lexi	Allie	Jaylynn	Journie	Piper	Josh	Atticus	Caiden	Ian
Zameria	Ava	Maria	Cassidy	Brooklyn	Channing	Gauge	Jer H.	Beau
Zoey	Trinity	Jazmine	Savanna		Chase	Zeke	Julian	
Fiona	Ana	Audri	Josey					
Z	Angel	Talia	Amarhea					

Summit Lodge (we **don't** have rooms B8, or B7) Teacher's room will be A6



Kitchen Patrol (KP)

Wed. Lunch	Wed. Dinner	Thur. Bfast	Thur. Lunch	Thur. Dinner	Fri. Bfast
11:45am	4:45pm	7:00am	11:45am	4:45pm	7:00am
Sam	Gwen	Nikki	Tommie	Amber	Colleen
Aiden	Maddi	Beau	Kristian	Mina	Norah
Kortez	Savanna	Keily	Jerimiah B	Athena	Kaycen
Caiden	Joesy	Lexie	Ian	Allie	Piper
Jer H.	Katrina	Lexi	Aaron	Ava	Brooklyn
Julian	Amarhea	Fiona	Cooper	Trinity	Maria
		Zameria		Ana	

- Feel free to change up KP students/adults; as long as we have about 5 for each meal.



WOLF RIDGE
ENVIRONMENTAL LEARNING CENTER

Current family
letter. Permission
forms. Behv.
expectations

Dear 5th Grade Families,

We are excited to announce that the 5th grade class will visit the Wolf Ridge Environmental Learning Center this school year.

Included in this letter, to be RETURNED -

- ☐ Wolf Ridge Student/Guardian Agreement by December 20th, 2024
- ☐ Permission Form by March 1st, 2025 (\$80.00 payment also due at this time)

Wolf Ridge website <https://wolf-ridge.org/>

This trip is an amazing opportunity for our students to learn new skills, practice science inquiry, work as a community, have experiences outdoors, and have fun with their peers. Wolf Ridge is often a trip children remember their whole lives!

Important Points -

- **When:** Wednesday - Friday **May 14th - 16th, 2025**
- **Where:** Near Finlayson, MN (about 70 miles northeast of Duluth)
- **What:** A three day, two night learning experience focused on outdoor education, science, inquiry, and team building.
- **Cost:** ~~\$220.00~~ ⇒ **80.00 per student to be paid by families**

We were awarded a generous scholarship/grant from Wolf Ridge!!!

We have never had a student not attend this trip due to finances, we are happy to work out a plan with families, please reach out to us! :)

- **Fundraising:** We are doing only 1 fundraiser this year: Kwik Trip Car Wash cards ran until Holiday Break in December. Fundraising is on an individual basis; If you choose to fundraise, the money first goes directly to your student.
- **Chaperones:** Please contact us with interest, there will be a background check.
- **Due Dates:** We are asking families to **pay \$80.00 by March 1st, 2025.**

We will communicate how much your student owes based on any previous deposits of money or fundraised amounts. Money can be paid at any time, checks can be made out to Laura MacArthur PTO.

- A parent/guardian/chaperone **information meeting will be held Wed. April 9th** in Ms. Pav's room at 3:30pm

Please take time to review the following **pro-tips** with your student before our trip:

- ☐ **Medications-** Teachers will be responsible for supervising any medication needed. Please have medication labeled and direction clearly written to make this process safe and efficient.
- ☐ **Meals-** Food as Wolf Ridge is high quality, varied, and plentiful. Please encourage your student to have a positive attitude towards eating something that may be different than what they are used to.
- ☐ **Physical Exertion** - Our learning takes place outdoors and requires lots of walking and climbing. The weather may be hot or cold. It may be raining, sleeting, or snowing. There may be bugs. This is all part of the experience and a positive attitude as well as proper preparedness makes everyone's experience better.
- ☐ **Sleep** - Please work to ensure that your student is prepared to sleep away from home for two nights. They should be able to fall asleep independently.
- ☐ **Representing our School** - This trip is a big deal for Laura MacArthur. Many people have worked very hard to make this trip a success and we want to impress everyone who interacts with us. This is a time for everyone to be their best!
- ☐ **Participation** - There is no nurses office, places to take breaks, or extra adults to walk students to class like we have at school. Students must stay with their dorm/learning group at all times in order for everyone to participate and be safe.

Over the next few months, we expect and require that each student act responsibly, respectfully, and safely inside and outside of school in order to earn the privilege to attend the trip.

Rules for Wolf Ridge:

******Please review prior to your trip.***

1. Students must be with an adult at all times. You will always stay with your dorm group adult or your leaning group adult(s). Your dorm group is your team.
2. No one is allowed to go back to the dorm without an adult.
3. Shoes or boots are not allowed in the dorm rooms. Leave them lined up neatly outside your door in the hallway.
4. Keep the rooms clean and neat at all times so you are ready for inspection for the conservation challenge award.
5. We are walking at all times within the buildings and if instructed by any adult.
6. Be on your best behavior at all times. We are representing Laura MacArthur Elementary School, our community, ourselves, and our families!
7. Remember- All electronic devices, food, and gum are to stay home. Wolf Ridge does not allow these items.

FAQ

What will my student need to bring?

Please see the packing list!

Practical clothing for being outside in the late spring (jacket and good walking shoes, plus mud/snow boots), toiletries, and bedding (sleeping bag/blankets & pillow), a water bottle, and any medications that your child uses.

Also students should bring a book to read and/or a journal to write in during quiet time before bed.

What if my child is not able to go to Wolf Ridge?

Students who are not able to attend the Wolf Ridge trip will come to school as normal and have regular work to complete as well as helping opportunities in other areas of the building.

Can my student bring a cellphone?

Wolf Ridge does not allow TECHNOLOGY such as ipods/mp3 players, ipads/notebooks, Kindles, and cell phones, etc. as they tend to be distracting/problematic and take away from the outdoor experience.

Can my child bring food with them?

No need! Meals and snacks will be provided. They are well fed (all 3 meals), snacks are provided twice per day. Extra food in dwelling areas attracts mice as doors are often open with people going in and out. **Please do not allow your child to bring any candy, snack, or any food with them. Food is not allowed in the dorms.**

How does the overnight experience of the trip work?

There will be dorm rooms for students and adults with 6-8 people per room (4 bunk beds). Boys and girls will have separate assigned rooms with an adult in each room as well (as long as we have enough chaperones). There are sinks and a private bathroom/shower in each room with cubie areas for things. Quiet hours are 9:30pm to 6:30 am.

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Wolf Ridge Packing List
(subject to change due to weather)

- ☐ Clothes (Long pants, shorts, short sleeve shirts, sweatshirt, light jacket, socks (long) and underwear)
- ☐ Shoes (good for walking/hiking and a pair boots for slush/snow/mud)
- ☐ Pajamas
- ☐ Bedding (sleeping bag + pillow or blanket, sheet, and pillow)
- ☐ Book/Journal & Pen/Pencil
- ☐ Hat
- ☐ Water Bottle
- ☐ Toiletries (toothbrush, toothpaste, soap, deodorant)
NO body spray! (If you smell good, you'll smell good to any bugs.)
- ☐ Towel
- ☐ Sunscreen & Bug Repellent

PLEASE DO NOT BRING THE FOLLOWING ITEMS

Toys	Candy	Stuffed Animals	Electronics
Flashlights	Body Spray	Gum	Snacks
Slime/fidgets			

Wolf Ridge - Student & Guardian Agreement

***Please read through together & return signed to school before winter break -
DUE BACK by December 20th, 2024

We all agree to the following....

Students	Guardians (Families)	Teachers
<ul style="list-style-type: none"> • I will SOAR in school and in the community • I will have fewer than 3 major Referrals 2nd semester • I will attend school to be prepared for the trip (80% 2nd Semester, excluding excused absences) • I will represent my school with pride & outstanding behavior at Wolf Ridge 	<ul style="list-style-type: none"> • We will be reachable and responsive before and during the trip • We will make sure that forms are completed and turned on time • We will help our student fundraise/pay for this experience • <i>If required: I will attend Wolf Ridge with my student to support positive participation.</i> 	<ul style="list-style-type: none"> • Plan, supervise, and organize a successful experience. • Communicate important field trip information to families at conferences, in newsletters, and electronically • Notify families of behavior incidents that may affect trip participation. • Prepare students for the trip by pre teaching

Behavior Expectation at School - This overnight field trip opportunity is a privilege, not a right, even if you have paid. In order for everyone to be safe and participate fully in this experience, students must demonstrate that they can SOAR at school. We hold students to the following standards for behavior during second semester:

Invited to Attend Wolf Ridge Independently	Invited to Attend Wolf Ridge ONLY WITH a Parent or Guardian Chaperone
<ul style="list-style-type: none"> • 3 or fewer Major Office Discipline Referrals 2nd Semester • No In School or Out of School Suspension 2nd Semester 	<ul style="list-style-type: none"> • More than 3 Office Discipline Referrals 2nd Semester • Any In or Out of School Suspension 2nd Semester

- Teachers or Administrators will contact parents whenever a discipline event occurs in school that will affect Wolf Ridge.
- Notice will be given if your child will require a chaperone.

Behavior Expectations at Wolf Ridge

Minor Behaviors	<ul style="list-style-type: none"> Students will be reminded by staff/chaperones to meet our SOARing expectations If a second minor incident occurs, students will problem solve with a teacher and parent contact will be made.
Major Behaviors	<ul style="list-style-type: none"> Any major behavior incident occurring on this trip will result in a student being asked to leave Wolf Ridge. This will require an adult to come and pick up this student, or a staff member to drive them back to school at parent expense.

School Levels of Referral Write-Ups:

Staff/Teacher Managed		Administration/Office Managed	
<p><u>Level 1 - Incidental</u></p> <p><i>Doesn't significantly violate the rights of others. Doesn't put others at risk. Not chronic.</i></p> <ul style="list-style-type: none"> -out of seat -noise making -horseplay -minor arguments -loud noise -refusal to follow directions (non chronic) -unprepared for class -missing homework -running in hallway -Dress Code -consensual display of affection 	<p><u>Level 2 - Minor</u></p> <p><i>Doesn't significantly violate the rights of others. Doesn't put others at risk.</i></p> <ul style="list-style-type: none"> -disruption -disrespect -defiance -inappropriate language -cell phone violation -leaving assigned area -misuse of technology -avoiding staff -refusal to participate in class -refusal to follow directions -property misuse -interruptions -academic dishonesty 	<p><u>Level 3 - Major</u></p> <p><i>Violates the rights of others. Puts self or others at risk, or chronic</i></p> <ul style="list-style-type: none"> -verbal aggression/abusive language -physical aggression -harassment -bullying/cyber bullying -minor property damage/vandalism -leaving building without permission -repeated or prolonged defiance or disrespect -gang display -forgery/plagiarism -attendance issues -technology violation -hazing -gambling -photographic or recording misuse -Intimidation -tobacco -theft -record and identification falsification -threats/intimidation -extortion 	<p><u>Level 4 - Unlawful</u></p> <p><i>Unlawfully violates the rights of others. Puts self or others at risk, or are chronic.</i></p> <ul style="list-style-type: none"> -robbery -significant property damage/vandalism -assault -sexual assault -illegal or prescription drug, alcohol possession -weapon possession -arson -bomb threats -homicide -gang activity -pyrotechnics -fighting -terroristic threats -trespassing

We are not expecting any early trips home for students if expectations are being followed and students are striving to do their personal best!

Please contact us with any questions or concerns!

5th Grade Team

Kalina Pavlisich ext. 2230

kalina.pavlisich@isd709.org

Adam Metzger ext. 1291

adam.metzer@isd709.org

Wolf Ridge Student/Guardian Agreement Signature Sheet

RETURN BY DECEMBER 20TH, 2024

By signing below, I understand the following and am willing to comply with the set expectations:

- I have reviewed the Wolf Ridge Student and Guardian Agreement regarding everyone's expectations. I understand that this is a requirement for students.
- I understand that if it is required, students may be asked to leave Wolf Ridge due to not complying with the behavior expectations. If my child is required to come home, **I will drive to Wolf Ridge to pick him/her up.** If I cannot drive there, I know that I will be charged approx \$0.75/per mile to offset staff costs of driving him/her home and will pay this cost within 5 school days of the incident.

Student Name (Printed)

Student Signature

Guardian Signature

Date



Please return by 3/1/2025

Permission Form

I give my student permission to attend the 5th Grade Wolf Ridge field trip Wednesday May 16th - Friday May 18th 2025. I understand this is a three-day/two-night trip.

- ☐ Yes, I give permission
- ☐ No, I do not give permission/ my student is not attending this trip

Student Name: _____

Guardian Signatarure _____

Payment (check one please)

*Checks can be made payable to Laura MacArthur PTO

- ☐ I am enclosing the full amount of \$80.00
- ☐ Other amount (please write in/explain) _____
- ☐ We are fundraising the money by selling carwash cards
- ☐ I am not paying because my student will not be attending

Chaperones - If you are interested in being a chaperone for this trip please indicate below and we will contact you with additional information. Chaperones must be over 18 years of age - preferably the guardian of one of the students in attendance for the trip. Chaperones will need to have a background check completed (no charge).

- ☐ I would like to be considered for chaperoning the Wolf Ridge trip.

Name (print) _____

Email _____

Phone _____



STUDENT NAME:

Medication Name		What is this med for?	
How many doses are you sending?		What is the dose size?	
When should the child take this?			
Side Effects?			

For Staff Use ONLY (Please record your initials)

Wed Noon	Wed Evening	Thur Morning	Thur Noon	Thur Evening	Fri Morning

Notes:
