

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: _____
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: Anthony Bonds
 Not Recommended Date: 9/13/23

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: OEE
2. Contact Person (Responsible for Checklist Completion): Calvin Harris
3. Field Trip Date(s): 10/13 to 10/21 Destination: HBCU TOUR
4. Field Trip Overview (Include events, establishments and locations):
Attached
5. Field Trip Departure from School (Date and Time): 10/13/23 7AM
Field Trip Return to School (Date and Time): 10/21/23 11pm
6. Objectives of Field Trip: Attached
7. Relationship to Curriculum or Student Learning: Attached
8. Planned Follow-up Field Trip Activities: (3) Community/School presentations
video - student made
9. Field Trip Budget Request see Attached Income and Expenses

Estimated Expenses		\$
Total Admission/Fees		\$
Total Meals		\$ 4,550
Total Lodging		\$ 12,272
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Motor Coach</u>		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
		12,500
Total Additional Stipends:		\$
Other:		\$
Total		\$

Revenues		
District Budget	Code:	\$
Booster Group	<u>grants</u>	\$ 13,500
Donations		\$ 2,644
Student Fees		\$ 2,100
Total Additional Stipends:		\$ 3,300
Total		\$

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. (5) Adults
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

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.
- 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: _____

HBCU Income and Expenses

FUNDING SOURCES

(Based on 20 from ISD 709 and 6 college students/community members)

\$12,500	ISD709 funds toward student portion of hotels/motor coach- ESER
\$ 2,500	OEE
\$ 800	20 x 8 x 5 OEE means
\$ 6 500	Northland Foundation
\$ 2,000	Ordean Foundation
\$ 5,000	Carl Crawford Fund/Ordean Foundation
\$ 700	June/July donations fundraisers
\$ 1,944	First Zeitgeist Fundraiser in May
\$ 2,100	College students/Community member participant contribution (\$300-\$500 x 6 people)
\$ Pending	MC HBCU Night (September 27th)
\$ Pending	Cubs Foods
\$ Pending	Superone Foods
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\$34,044	TOTAL

TRIP COSTS - 26 people

Participant:	Estimate: 20 Duluth area HS students, teachers and staff, and 6 community members
\$12,500	35-seat motor coach w/ one-driver for 9 days, second driver for 2 days.
\$ 836	Rooms for drivers: \$100 average room cost x 1 rooms x 6 nights and \$118 for 2 nights
\$12,272	\$118 average room cost x 13 rooms (double occupancy) x 8 nights
\$ 676	Museum tickets: Mississippi Civil Rights \$8/\$15, National Civil Rights \$8, Legacy \$5
\$ 4,550	7 Group meals x \$25: St. Louis, Nashville, Atlanta, Tuskegee, Jackson, Lexington, Memphis
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\$30,834	TOTAL

Emergency funds - \$3,210

*Each additional person after 26 is \$672 each.

#6 Objectives

1. Exposure to HBCU culture and history: One objective of the tour may be to introduce students to the rich cultural heritage and historical significance of HBCUs. This can help students gain a deeper understanding of the contributions of African Americans to higher education and society.
2. Exploration of academic programs and curriculum: The tour aims to provide students with the opportunity to learn about the academic offerings, majors, and curriculum at HBCUs. This can help students make informed decisions about their future educational pursuits and career paths.
3. Campus and facility exploration: The tour may include visits to various campus facilities, including libraries, laboratories, dormitories, and recreational spaces. This allows students to get a sense of the campus environment and the resources available to support their learning and personal development.
4. Interaction with faculty, staff, and current students: Meeting with faculty, staff, and current students is an essential objective of the tour. These interactions provide valuable insights into the HBCU experience, academic support systems, research opportunities, and extracurricular activities available at the institution.
5. College readiness and preparation: The tour may aim to inspire and motivate students to pursue higher education by showcasing the possibilities and opportunities available at HBCUs. It can also provide guidance on college admissions processes, financial aid, and scholarship opportunities.
6. Cultural exposure and diversity appreciation: Another objective may be to promote cultural competence and appreciation for diversity by exposing students to the diverse student body and cultural events at HBCUs. This can help students develop a broader worldview and foster inclusivity.
7. Networking and mentorship opportunities: The tour may facilitate connections between students and alumni, providing networking and mentorship opportunities. This can help students build relationships that can support their academic and professional growth.

Overall, the objectives of an HBCU tour field trip are to educate, inspire, and empower students, while also highlighting the unique aspects of HBCUs and their contributions to higher education.

7 Relationship to student learning

The HBCU tour is directly related to higher learning and curriculum as it provides students with an opportunity to visit Historically Black Colleges and Universities (HBCUs) and learn about the educational programs, resources, and opportunities available at these institutions.

The tour allows students to explore the various academic departments and majors offered by HBCUs, giving them insights into the curriculum and courses they can pursue. This exposure helps students make informed decisions about their higher education choices and consider diverse learning experiences.

Additionally, the HBCU tour often includes meetings with faculty, staff, and current students who can provide information about the academic rigor, research opportunities, and extracurricular activities available at the HBCUs. These interactions give students a better understanding of the educational environment and support systems that contribute to their overall learning experience.

Furthermore, the HBCU tour may also highlight the unique cultural and historical aspects of these institutions, emphasizing the significance of HBCUs in promoting higher learning for African American students. This exposure can broaden students' perspectives, enhance their cultural competence, and foster an appreciation for diversity in education.

Overall, the HBCU tour plays a crucial role in connecting students to higher learning by showcasing the academic offerings, campus life, and cultural significance of these institutions, helping students make informed decisions about their educational journey.

Historically Black Colleges and Universities Tour

October 13-21, 2023

The Duluth School District ISD-709 is offering a 2023 Historic Black Colleges and University (HBCU) college tour for students, parents, teachers, counselors, and community members. The group visit multiple college campuses in a single trip. The cost for the program is \$100 for ISD709 and other area students and \$500 for community members. Includes motor coach, accommodations, all breakfasts, many meals, entrance to five museums and sights..

The Adventure Begins

Day 1 - Friday, Oct 13

Duluth to **1-HBCU Harris-Stowe State University**, St. Louis. Dinner at Harris Stowe, Talk by University Rep regarding the school. History: Dred Scott 1857 Supreme Court Case. (Gateway Arch, St Capitol.)

Day 2 - Sat, Oct 14

Breakfast in St. Louis. St. Louis to Nashville. **2-HBCU Fisk University**. 3 pm speaker and campus tour. Story of Diane Nash. Campus event. Overnight in Murfreesboro.

Day 3 - Sun, Oct 15

Murfreesboro to Atlanta. **3-HBCU Spelman University**. Tour at Spelman. University event. Tour Morehouse College, Stay in Montgomery, AL

Day 4 - Mon, Oct 16

4-HBCU Tuskegee University. Tour. Lecture. Campus Events. Overnight in Montgomery, AL

Day 5 - Tues, Oct 17

Montgomery to Jackson. Brief stop in Selma to see Edmund Pettis Bridge. Visit **5-HBCU Alcorn State University**. Dinner on campus. Overnight in Jackson.

Day 6 - Wed, Oct 18

Visit Mississippi Civil Rights Museum. See **6-HBCU Tougaloo College**, outside Jackson. Stay in Jackson.

Day 7 - **Thurs, Oct 19**

Jackson to Lexington, MS. Tour Holmes County Courthouse. Meet MS legislator Bryant Clark. Lunch in Lexington. Lexington to Memphis. Beale Street music scene. Overnight in Memphis.

Day 8 - **Fri, Oct 20**

7-HBCU Lemoyne-Owen College, Memphis. Afternoon visit to National Civil Rights Museum. Dinner in Memphis. Memphis to Jefferson City. Overnight in Jefferson City.

Day 8 - **Sat, Oct 21**

8-10am visit **8-HBCU Lincoln University** in Jefferson City, MO. Jefferson City to Duluth.

Contact: **Cal Harris** - calvin.harris@isd709.org, 715-574-4725 or

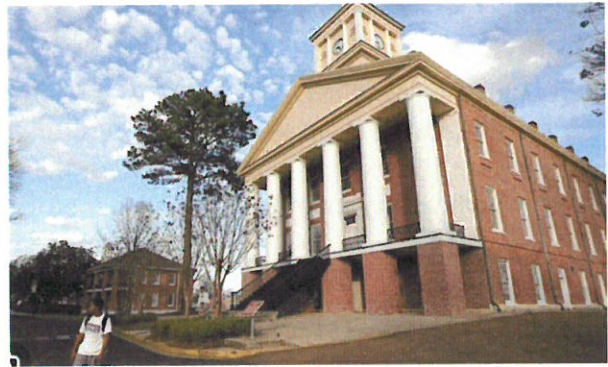
Cheryl Reitan - cherylreitan@hotmail.com, 218-213-0902

<https://www.hbcu-tour-2023.com/>

Historically Black Colleges and Universities Tour



Harris-Stowe State University



Alcorn State University



Fisk University



Tougaloo College



Spelman University



Lemoyne-Owen College



Tuskegee University



Lincoln University

Historically Black Colleges and Universities Tour Permission Slip

Name: _____

Grade: _____ School: _____

- I give permission for my son/daughter to attend the HBCU 8 day overnight tour 10/13 to 10/21. I have spoken with him/her about good choices and our expectations for them.

Parent Signature: _____ Date: _____

Contact number: _____

In case of an emergency , I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

Emergency Contact Name: _____

Emergency Contact Number: _____

Special notes/medical considerations or anything you would like school staff to know:

_____ Initial here if student CAN swim in hotel pool/hot tub

_____ Initial here is student CAN NOT swim in hotel pool/hot tub

HBCU APPLICATION FORM

High School Students

October 13-21, 2023

The Duluth School District ISD-709 is offering a 2023 Historic Black Colleges and University (HBCU) college tour to provide students, parents, teachers, counselors, and community members a unique opportunity. The group visits multiple college campuses in a single trip. The cost for the program is \$100 for ISD709 students. Breakfast is provided. All expenses will be covered except for one meal per day (lunch or dinner). Fundraising is also ongoing to cover additional meals.

<https://www.hbcu-tour-2023.com/>

Student Name _____

(Print name as it appears on government or school ID)

Student's email: _____

Date of birth _____

Cell phone _____

Complete mailing address _____

School attending in Fall 2023 _____

City _____

Year for 2023-2024 school year? First Year | Sophomore | Junior | Senior |

Please list any other past or current college programs, and/or activities

Have you been on a college campus tour? Yes | No

Have you ever been on a HBCU tour? Yes | No

List the programs that interest you. (optional) _____

What appeals to you most about HBCU 2023 TOUR? (25-50 words)

Why do you want to be part of this tour? _____

Contact info:

Parent or legal guardian's name(s)

Parent or legal guardian's phone #s

Address (if different than above):

Primary email address:

Hotel Rules – HBCU Tour

- We are not the only guests in this hotel-please be considerate of others!
- Please be respectful of any other hotel guests using the pool
- Clean up any mess in the breakfast area and be respectful of your portions
- Quiet in the hallways at all times
- Be mindful of making sure hotel doors to not bang and shut loudly
- Keep hotel doors WIDE open when there are members of the opposite sex in the room
- Be on time for all meetings and departures
- Room keys will be collected at 10:00PM and Lights out by 11PM
- Once you have a seat on the bus, please keep that seat.
- When we leave the hotel, we all go. No one stays in the hotel
- There will be time to swim, so bring a swimsuit if you want
- **We will use the buddy system, if you are under 18 you are not to be alone at any time.**
- The hotel does offer breakfast, so please be sure to eat and be packed and ready to leave by 8:20AM. This means you might have to eat breakfast at 7:30AM
- We will be checked out of the hotel by 8:20AM-plan accordingly
- Bring headphones for any device that music or noise-we want to be respectful of our peers who want quiet on the bus
- We will arrive back in Duluth about 11PM on Saturday, October 21st. Students will have access to chaperone cell phones if needed to inform the ride of a more specific arrival time on our way back. Transportation home after the trip is available upon request.

