

## 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: E. Crawford  
☐ Not Recommended Date: 6/5/13

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: Men as Peacemakers- 5<sup>th</sup> Grade Laura MacArthur Boys Group
2. Contact Person (Responsible for Checklist Completion): Nikki Kaul- Program Coordinator
3. Field Trip Date(s): June 13<sup>th</sup>-14<sup>th</sup> Destination: Camp Newman
4. Field Trip Overview (Include events, establishments and locations): Trip will include sailing with Duluth Superior Sailing Association, located at Park Point Recreation Area. Overnight and other activities will be at Camp Newman located at 5301 E Tri Lakes Rd. Superior, WI 54880
5. Field Trip Departure from School (Date and Time): June 13<sup>th</sup> 1:00 pm  
Field Trip Return to School (Date and Time): June 14<sup>th</sup> 1:00 pm
6. Objectives of Field Trip: Through the year, we have been working with our Boys Groups to help them build meaningful and respectful friendships with each other and to carry the lessons learned in Boys Group into their classrooms, home, and the community. This trip allows us to continue that work in a deeper and more significant way
7. Relationship to Curriculum or Student Learning: The activities planned build on our goal of building respectful friendships. They will help increase the boys' sense of belonging, participation, and safety in the group and their school and improve relational and communication skills. This trip will also introduce them to new experiences in the outdoors.
8. Planned Follow-up Field Trip Activities: This will be our final activity for the school year.
9. Field Trip Budget Request

| Estimated Expenses   |                  |
|--|------------------|
| Total Admission/Fees   | \$               |
| Total Meals  | \$ 200.00        |
| Total Lodging  | \$ 125.00        |
| Total Transportation   | \$ 50.00         |
| <input type="checkbox"/> School District Vehicle(s)  |                  |
| <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____                                   |                  |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Staff Vehicles</u> |                  |
| Total Additional Stipends:   | \$               |
| Other: Sailing Costs   | \$ 120.00        |
| <b>Total</b>   | <b>\$ 495.00</b> |

| Revenues                   |       |                  |
|----------------------------|-------|------------------|
| District Budget            | Code: | \$               |
| Booster Group              |       | \$               |
| Donations                  |       | \$ 495.00        |
| Student Fees               |       | \$               |
| Total Additional Stipends: |       | \$               |
| <b>Total</b>               |       | <b>\$ 495.00</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

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: \_\_\_\_\_

Nikki Kaul

[nikki@menaspeacemakers.org](mailto:nikki@menaspeacemakers.org) 218-727-1939 x 12

Tentative Itinerary for Boys Group overnight with Men as Peacemakers

**Thursday, June 13th**

1:00 pm- Pick up Students

2:00 pm – 4:30 Sailing with Duluth-Superior Sailing Association

5:30 pm - Arrive at Camp Newman

6:00 pm - Dinner

6:30 pm- Camp fire and Team Building activity

10:00 pm- Bedtime

**Friday, June 14<sup>th</sup>**

8:00 am – Breakfast

9:00 am – camp clean up, pack up

9:30 am – Final team activity together

11:30 am - Lunch

12:00 pm- Head home, drop off students



Name: \_\_\_\_\_

Phone Number: (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Yes, I am interested in pursuing this volunteer opportunity to work with boys. Please send me information on how to apply for this work. I have particular interest in working at...  
☐ .....MacArthur  
☐ ..... Piedmont  
☐ .....Either  
 \_\_\_\_\_ Please call me about the program. I want to know more.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**MEN<sup>AS</sup> PEACEMAKERS**



205 W. 2nd St. # 15  
Duluth, MN 55802

Phone: 218-727-1939  
 E-mail: [nikki@menaspeacemakers.org](mailto:nikki@menaspeacemakers.org)  
 Website: [www.menaspeacemakers.org](http://www.menaspeacemakers.org)  
 Find us on Facebook!

The mission of Men as Peacemakers is to develop peacemakers through modeling, mentoring, storytelling and dialogue. We do this through:

- 1) Education about ways to create and maintain peace.
- 2) Service opportunities that model a peaceful presence in the community.
- 3) Supporting activities that help us respond to situations in more peaceful ways.



## Boys' Groups



*Helping boys broaden their idea of masculinity and to make better connections with themselves, their schools, and their communities.*

**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: 6/5/13

Assistant Superintendent: ☐ Recommended Name: \_\_\_\_\_  
☐ 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 FORM

Date of Submission:

Type of Trip: ☒ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: ISD 709 & Keyzone at Homecroft
2. Contact Person (Responsible for Checklist Completion): John Bushey
3. Field Trip Date(s): June 19-21, 2013 Destination: Wolf Ridge Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations): ISD 709 & Keyzone 4<sup>th</sup> and 5<sup>th</sup> graders will arrive for lunch at WR 6/19/13. They will have an afternoon and evening class. We sleep at Wolf Ridge in the dorms. 3 classes plus meals on Thursday. Sleep at WR. Fri : one class, head back after lunch arriving at school about 2:00
5. Field Trip Departure from School (Date and Time): 9:15 am June 19th, 2013  
Field Trip Return to School (Date and Time): June 21<sup>st</sup>, 2013 approximately 2:00pm
6. Objectives of Field Trip: To provide an experiential learning opportunity to 4<sup>th</sup> and 5<sup>th</sup> grade students which will help meet the MN state standards in Science and Physical Education, and provide a chance for personal growth and team building for the students.
7. Relationship to Curriculum or Student Learning: Wolf Ridge classes are aligned with the MN state standards. Classes like Ojibwe heritage, geology, Owl Pellets, Animal signs cover many science standards.
8. Planned Follow-up Field Trip Activities: Students journal while at WR. We do writing activities following the trip. We also tie it into technology, doing powerpoints or movie maker videos.
9. Field Trip Budget Request

| Estimated Expenses   |               |
|--|---------------|
| Total Admission/Fees   | \$8448        |
| Total Meals (meals included)   | \$ 0 included |
| Total Lodging (lodging included in admission)  | \$0 included  |
| Total Transportation   | \$500.        |
| x School District Vehicle(s)   |               |
| <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____                   |               |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____ |               |
| Total Additional Stipends: Snacks in evening   | \$150         |
| Other:   | \$            |
| <b>Total</b>   | <b>\$8998</b> |

| Revenues                                   |       |               |
|--|-------|---------------|
| District Budget                            | Code: | \$            |
| Fundraising: Grant from Jeffers            |       | \$4000        |
| Donations PTA scholarhsips                 |       | \$450         |
| Northland Foundation Grant                 |       | \$500         |
| Student Fees Balance due after fundraising |       | \$2064        |
| Total Additional Stipends: chaperone fees  |       | \$1584        |
| <b>Total</b>                               |       | <b>\$8998</b> |

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



## 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

9:15am \_\_\_\_\_

### LOCATION

Leave school, arrive WR 11:00am, Lunch, \_\_\_\_\_

See attached form for detailed itinerary

1:45pm \_\_\_\_\_

Return to School from Wolf Ridge

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

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

*John Busby*

## 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 **(none)**
- ☒ Arrange Meal Plans **(all meals supplied by Wolf Ridge, two night-time snacks ordered by us)**
- ☒ Arrange Lodging Plans and Room Assignments **(Lodging East Dorm Wolf Ridge – specifics done in Feb.)**
- ☐ Collect Family Emergency Information for Students **(Green Sheets)**  
**Example:** Home phone numbers, emergency contacts, medical information
- ☐ Additional Information  
**Note:** Provide any additional information.

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

*John Busby*



## **Itinerary:**

### **Wednesday, March 27, 2013**

Leave Homecroft School 9:15am June 19th, 2013.  
Arrive Wolf Ridge ELC @11:00am June 21st, 2013.

Orientation for group 11:30am

12:00pm lunch

1:15-4:15 First class

5:00 Dinner & ½ group goes to store

6:15-9:15 Evening Class & ½ group evening program

9:30 lights out for kids

### **Thursday, June 20th, 2013**

7:00am Breakfast

8:15-11:15 Morning class

12:00 lunch

1:15-4:15 Afternoon class

5:00 dinner & other ½ of students to store

6:15-9:15 Evening class & other ½ of students night program

9:30-9:50 – campfire/show

10:00pm lights out

### **Friday June 21st, 2013**

7:00am breakfast

8:15-11:00 morning class (cut a little short)

11:15 Those available load busses

11:30 Bag lunch in dorm lobby – wrap up by Wolf Ridge Staff

12:00 leave for Homecroft School

@1:45 Arrive back at school – parents pick up kids. Bussers leave gear in their rooms – collect Monday.