

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: Danette Lebow
 Not Recommended Date: 9/19/18

Assistant Superintendent: Recommended Name: Jeff Horton
 Not Recommended Date: 9/19/18

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: AFRICAN HERITAGE COMMUNITY/CHUM 12th GR.
2. Contact Person (Responsible for Checklist Completion): WILLIAM HOWES - OEE
3. Field Trip Date(s): 9/27/18-9/30/18 Destination: MONTGOMERY, ALABAMA
4. Field Trip Overview (Include events, establishments and locations): VISIT VARIOUS SITES IN ALABAMA CONNECTED TO THE HISTORY/LEGACY OF SLAVERY AND THE CIVIL RIGHTS MOVEMENT.
5. Field Trip Departure from School (Date and Time): 7 AM 9/27/18 (BJM OR HOLIDAY INN)
Field Trip Return to School (Date and Time): EVENING 9/30/18
6. Objectives of Field Trip: TO BROADEN UNDERSTANDING OF THE LEGACY OF SLAVERY AND CIVIL RIGHTS
7. Relationship to Curriculum or Student Learning: SOCIAL STUDIES, SOCIAL EMOTIONAL LEARNING, CULTURAL RESPONSIVENESS
8. Planned Follow-up Field Trip Activities: _____
9. Field Trip Budget Request

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: <u>01-605-005-313-311 "OEE"</u> \$ 4,000.00
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$ 4,000.00

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

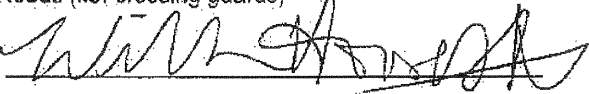
DIRECTIONS: Please complete checklist. No attachments are necessary.

- 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 ATTACHED

TIME	LOCATION
_____	_____
_____	_____
_____	_____

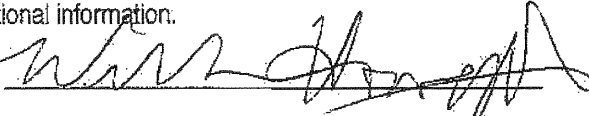
- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

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.
- 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: 

Thursday, September 27 2018

7 AM - Departure from Duluth - CJM or Holiday Inn
7:15 AM - Breakfast on the bus
12:15 PM - Lunch - Restaurant (to be determined)
12:50 PM - Back on the Bus - Continue to Montgomery, Alabama
5 PM - 5:45 PM - Dinner - (Restaurant to be determined)
5:55 PM - Back on the Bus - Continue to Montgomery, Alabama

Friday, September 28, 2018

Visit the following sites in Montgomery, Alabama:

(Breakfast, lunch and dinner included)

- Legacy Museum: From Enslavement to Mass Incarceration
- National Memorial for Peace and Justice
- First White House of the Confederacy
- Freedom Rides Museum
- Southern Poverty Law Center
- Equal Justice Initiative - EJI
- Rosa Parks Museum and Rosa Parks Bus Stop

Saturday, September 29, 2018

Visit the following sites in Montgomery, Alabama:

((Breakfast, lunch and dinner included)

- Dexter Avenue Baptist Church and Parsonage Museum
- Civil Rights Memorial Center
- River City Church
- Court Square
- Alabama State University (Campus Tour) - 3 PM

Saturday, September 29, 2018

Departure back to Duluth - Bus is scheduled to depart Montgomery, Alabama between 10 PM and 11 PM

Sunday, September 30, 2018 - (Breakfast @ 8 AM) (Lunch @ Noon)

Information packet will contain:

Contact info to reach: Coordinator, Bus Drivers, Chaperones

Liability Insurance Information, Covenant, Special diet form/health form, etc.

Materials: Handouts

- National Memorial for Peace and Justice
- Legacy Museum: From Enslavement to Mass Incarceration
- Evolution of Slavery
- Legacy of Lynching
- Resistance to Civil Rights / Presumption of Guilt
- Children in Prison
- Mass Incarceration
- Death Penalty
- 1st White House of the Confederacy
- Dexter Avenue Baptist Church and Parsonage Museum
- Rosa Parks Museum and Bus Stop
- Freedom Rides Museum
- Court Square
- Civil Rights Memorial Center
- River City Church
- Alabama State University