

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
 Not Approved

Name: [Signature]
Date: 2/15/24

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
Date: _____

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: [Signature]
Date: _____

Assistant Superintendent: Recommended
 Not Recommended

Name: Anthony Braf
Date: _____

School Board: Approved
 Not Approved

Name: _____
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 Gr.
2. Contact Person (Responsible for Checklist Completion): Adam Metzger
3. Field Trip Date(s): 4/24 - 4/26 Destination: Wolf Ridge ELC
4. Field Trip Overview (Include events, establishments and locations): See attached

5. Field Trip Departure from School (Date and Time): 4/24/24 8:30 AM
 Field Trip Return to School (Date and Time): 4/26/24 1:30 PM

6. Objectives of Field Trip: Team building, environmental learning, experiential experience
7. Relationship to Curriculum or Student Learning: Science, history, SEL

8. Planned Follow-up Field Trip Activities: Journal review & reflection

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$
Total Meals	> \$180 per person	\$
Total Lodging		\$
Total Transportation		\$
<input checked="" 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

1. The first part of the paper discusses the importance of the research and the objectives of the study.

2. The second part of the paper describes the methodology used in the study, including the data collection and analysis techniques.

3. The third part of the paper presents the results of the study and discusses the implications of the findings.

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

TIME	LOCATION
_____	_____
_____	_____
_____	_____
_____	_____

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

Signature of Contact Person: _____

Ada M

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: _____

Ada M



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Dear 5th Grade Families,

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

Included in this letter, to be RETURNED -

- Wolf Ridge Student/Guardian Agreement by December 22nd, 2023
- Permission Form by February 1st, 2024

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 **April 24th - 26th, 2024**
- **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~~ ⇒ **100.00 per person to be paid by families**
We were awarded a generous scholarship/grant from Wolf Ridge!!!
- **Fundraising:** We are doing a few beef stick orders from Old World Meets during the first semester. We will have Kwik Trip Car Wash cards for sale for the second semester. Fundraising is on an individual basis; If you chose to fundraise, the money first goes directly to your student or you if you are chaperoning.
- **Due Dates:** We are asking families to **pay \$50.00 by 02/1/24 and the final \$50.00 by 03/1/24. You may pay all \$100.00 at one time if you prefer.** We will communicate how much your student owes based on any previous deposits of money or fundraised amounts.

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 at 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 couple 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 learning 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 with?

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 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, plus 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.**

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.

Wolf Ridge Packing List

- 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
- 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 22nd, 2023

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, excluded 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 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 in writing if your child will require a chaperone.
- All chaperones are required to pay the full cost of attending Wolf Ridge.

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>Level 1 - Incidental <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 style="text-align: center;">= +</p> <p>Level 2 - Minor <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>Level 3 - Major <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>Level 4 - Unlawful <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.metzger@isd709.org

Wolf Ridge Student/Guardian Agreement Signature Sheet

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 2/1/2024

Permission Form

I give my student permission to attend the 5th Grade Wolf Ridge field trip Wednesday April 24th - Friday April 26th 2024. 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 first half or second half of payment, \$50.00
- I am enclosing the full amount of \$100.00
- Other amount (please write in/explain) _____
- I plan on paying at one of the later dates (1st half by 2/1, 2nd half by 3/1)
- We are fundraising the money by selling beef sticks/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. Adults will be covered the same as students financially and asked to pay \$100.00. Chaperones must be over 18 years of age - preferably the guardian of one of the students in attendance for the trip.

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

Name (print) _____

Email _____

Phone _____



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	Depart Laura MacArthur		
10:30	Arrive at WR, give room assignments and get unpacked.		
10:45 - 11:30	Meet with WR staff for welcome. <i>If there is extra time here we plan to take a quick nature walk or continue getting unpacked. Meet in main lobby by 12</i>		
12:15	Lunch - Fireplace Dining Hall		
1:30 - 4:30	Ojibwe Heritage ED5	Small Mammals ED4	Superior View Hike ED7
5:15	Dinner - Fireplace Dining Hall		
6:30 - 9:00	Skyview Ropes ED Lobby 6:30 - 9	Ridgetop Ropes ED 3 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		

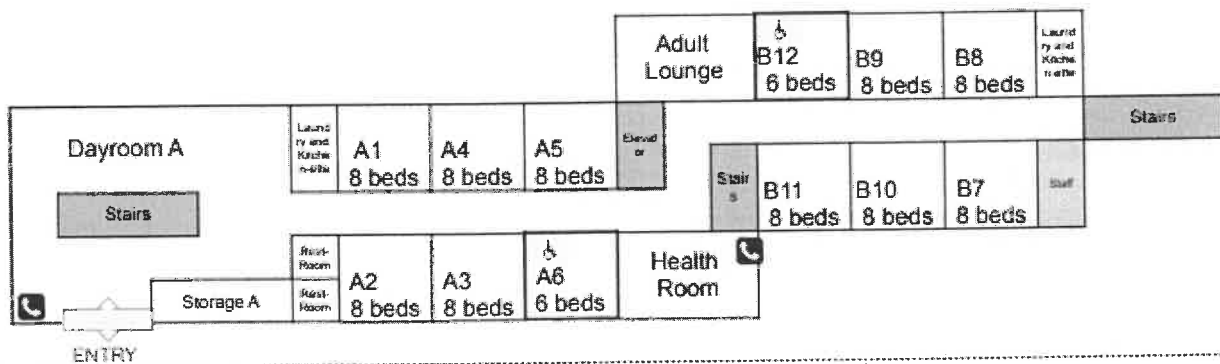
	Final Day! Need to be packed up and out of rooms before our last class.		
Friday June 2nd			
7:00	Everybody up and getting ready - bags packed and in lobby!		
7:30 - 8:30	Breakfast - Fireplace Dining Hall Bags packed and in lobby! Moved out of rooms!		
8:30 - 11:30	Superior View Hike ED11	Wetlands SC3	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.

Dear Wolf Ridge Chaperone,

Thank you again for volunteering to go with us on our Field Trip! We couldn't have made this trip possible without your time and support. As you are well aware, our trip is fast approaching. We leave from Laura MacArthur **Wednesday April 24th at 8:30am, and return to Laura MacArthur on Friday, April 26th by 1:45pm.**



We would like to request that chaperones meet us early at the school Wednesday morning by **8 am** to help with organizing students and their bags. Students should bring their bags immediately to the **large muscle room - a corner room near the main office inside the school.** The bus for Wolf Ridge will arrive about 8:00am. We will begin loading up the buses immediately, and the bus will leave promptly after, hopefully around 8:30am. After students have dropped off their bags in the morning, they are to report to the cafeteria for breakfast as normal until 7:45. We will get students to where they need to be until we leave at 8:30. We request that chaperones stay in the large muscle room and front entrance hallway to help students organize bags and to look for late arrivals until we leave. When the buses come, we also request that you help load bags onto the enclosed trailer attached to the bus.

Chaperones can drive separately on their own if they wish, or carpool with another chaperone. You may choose to bring your child's bag and your bags in your car. **Your student may ride with you if you wish, but only your student.** Reminder - Students are not allowed to bring their own phone or snacks, but chaperones can have their phones. Please use them for pictures and limit your time on them to set a good example for our students.

Chaperones will be provided with a binder that will include important information you will need while we are at Wolf Ridge. This will include information such as your schedule, learning group, dorm assignments, Kitchen and Recycling patrol assignments, and meal times. Students will have a Wolf Ridge journal of their own and they will be expected to fill out journaling prompts about this fun field trip experience. They will keep these in their dorm rooms, and will be bringing extra pencils/pens along with them. Chaperones are asked to encourage students to write in these after their classes/in the evenings before lights out.

Again, thank you all SO MUCH for your time and support!!! We literally could not do this field trip without you! If you have any questions or concerns, please contact us!.

Adam Metzger adam.metzger@isd709.org ext. 1291

Kalina Pavlisich kalina.pavlisich@isd709.org ext. 2230

Chaperone Tasks & Responsibilities

Wednesday Morning - Departure Day

- 8am: Help organize bags in the Large Muscle Room on departure morning and help load buses
- Ensure you have your chaperone binder with you containing the important information.

Dorm Responsibilities

- Help ensure students in your group stay on schedule, and arrive at meals and classes on time. Keep track of students in your dorm - no student is allowed to go anywhere without an adult.
- Set alarms for wake up time in the morning to give students time to dress and go to breakfast (all students and chaperones are required to be at all three meals).
- Help ensure that students are filling out their journals after classes/ evening time before lights out.
- Maintain organization and cleanliness in the rooms. All shoes/boots are left OUTSIDE of rooms. Help check before we leave that everything is out of the room, lights turned off, ect.
- Set up schedules and times in your rooms for when students want to shower (night or morning). You will have your own bathroom/shower in each dorm room.
- Have a settling down period of time during the evening at about 9:00pm. Please enforce quiet setting down time, and require lights out by around 9:30pm.
- Help ease students who may be nervous about sleeping in a new place. Teachers will be there as well, so feel free to come to us if needed.

Anytime Responsibilities

- Remind and uphold SOARing (Safe, On task, Act with kindness, Respectful) behavior expectations with your group, and be consistent.
- Report comments, questions, and concerns to teachers as needed.
- Rotate sitting with students at mealtimes, there should always be an adult at each student table.
- Teachers will administer medications to students that may need it. Please don't administer any sort of medication without teacher permission unless it is to your own child.
- You may have to carry inhalers or other medicine for students in your group, which we will get to you if needed.
- Feel free to have a small backpack to carry around for your convenience. Students will not carry a backpack with them.

Friday Afternoon Responsibilities- Return Day

- Check all rooms thoroughly for any items left behind. Help students organize, pack up, and clean. **All rooms must be cleaned out, and bags will sit in the Common Area/Lobby BEFORE we go to our final class Friday morning.**
- Help load up buses, and head back to Laura MacArthur.
- Once back to Laura MacArthur, help unload bags into the main hallway. Students will go home their normal way on Friday.

Tuition Per Person	\$180	
Number of Attendees	60.00	
Deposit Amount	\$100	
Expenses		
WR Tuition	\$10,800	
Transporation	\$1,000	
Total Expenses	\$11,800	
Funding		
Student Deposits	\$6,000	
Grants	\$14,000	We received a large grant from Wolf Ridge this year.
Donations	\$0	
Total Funding	\$20,000	
Total Funding	\$20,000	
Total Expenses	\$11,800	
		Excess funds will be used to cover adult chaperone support.
	\$8,200	

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Denfeld DCD Setting 3 Program Grades 9-12
2. Contact Person (Responsible for Checklist Completion): Haley Pykkonen
3. Field Trip Date(s): May 1st - May 3rd, 2024 Destination: Camp Confidence
4. Field Trip Overview (Include events, establishments and locations): Leaving Denfeld May 1st, going to Camp Confidence in East Gull Lake, MN. Arriving back at Denfeld on May 3rd.
5. Field Trip Departure from School (Date and Time): May 1st, 9:15 am approx.
Field Trip Return to School (Date and Time): May 3rd, 12:30 am approx.
6. Objectives of Field Trip: Provide the students with outdoor educational opportunities. Allow students to socialize in an educational setting.
7. Relationship to Curriculum or Student Learning: We will have the opportunity to practice IEP goals while participating in various programs and activities.
8. Planned Follow-up Field Trip Activities: N/A

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 0
Total Meals	\$ 232.11 1,025.70
Total Lodging	\$ 2,064
Total Transportation	\$ 3,310.30
<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:	\$ 0
Other:	\$ 0
Total	\$ 6,400

Revenues	
District Budget Code:	<u>01 E 005 211 161 346 013</u>
Booster Group	\$ 0
Donations	\$ 0
Student Fees	\$ 0
Total Additional Stipends:	\$ 0
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.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary **(Attached)**

TIME

LOCATION

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

Signature of Contact Person: *Haley Pykhonen*

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 **(Working on this with our school nurses.)**
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: *Haley Pykhonen*

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: Jan Jak
 Not Recommended Date: 2-28-24

Assistant Superintendent: Recommended Name: Anthony Burk
 Not Recommended Date: 3/1/24

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.

Movement Details

Voyageur Bus Company, Inc.

Client ID	ISD709CHSB	Charter ID	153018
Client	Simone Zunich	Movement ID	193893
Company	Independent School District 709	Status	Firm
Client Ref 1		Passengers	50
Client Ref 2	(1) TRAILER	Distance	262.1

First Pick-up	Denfeld High School	Destination	Camp Confidence
Pick-up Date	Wed 5/1/2024 Time 09:15	Arrival Date	Wed 5/1/2024 Time 11:55
Single Journey	Yes	Leave Date	Wed 5/1/2024 Time 12:00
Vehicle To Stay	No	Back Date	N/A Time

First Pick-up Instructions	Destination Instructions
----------------------------	--------------------------

4405 W. 4th St.
Duluth, Mn. 55807
FRONT LOOP

1 TRAILER
1 LIFT BUS

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
77	School Bus with Lift	1	\$704.00	0	\$0.00	\$704.00
77	School Bus	2	\$704.00	0	\$0.00	\$704.00

Quantity	Description	Unit Price	Price	Tax %	Tax	Total
2	Fuel Surcharge	\$65.00	\$130.00	0	\$0.00	\$130.00
1	Trailer	\$117.15	\$117.15	0	\$0.00	\$117.15
Movement Totals			\$1,655.15		\$0.00	\$1,655.15

Driver Description	Vehicle No	Driver Description	Vehicle No
School Bus Driver	1	School Bus Driver	2

Movement Details

Voyageur Bus Company, Inc.

Client ID Client Company Client Ref 1 Client Ref 2	ISD709CHSB Simone Zunich Independent School District 709 (1) TRAILER	Charter ID Movement ID Status Passengers Distance	153018 193895 Firm 50 262.1
--	---	---	---

First Pick-up Pick-up Date Single Journey Vehicle To Stay	Camp Confidence Fri 5/3/2024 Time 12:00 Yes No	Destination Arrival Date Leave Date Back Date	Denfeld High School Fri 5/3/2024 Time 14:15 Fri 5/3/2024 Time 14:30 N/A Time
--	--	--	--

First Pick-up Instructions	Destination Instructions
Mary Fawcett Memorial Drive, Brainerd Mn 1 TRAILER 1 LIFT BUS	401 N 44th Ave W Duluth, MN 55807

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
77	School Bus with Lift	1	\$704.00	0	\$0.00	\$704.00
77	School Bus	2	\$704.00	0	\$0.00	\$704.00

Quantity	Description	Unit Price	Price	Tax %	Tax	Total
2	Fuel Surcharge	\$65.00	\$130.00	0	\$0.00	\$130.00
1	Trailer	\$117.15	\$117.15	0	\$0.00	\$117.15
Movement Totals			<u>\$1,655.15</u>		<u>\$0.00</u>	<u>\$1,655.15</u>

Driver Description	Vehicle No	Driver Description	Vehicle No
School Bus Driver	1	School Bus Driver	2

Confidence Learning Center
 1620 Mary Fawcett Memorial Dr
 East Gull Lake, MN 56401
 (218) 828-2344

Deposit Invoice

Date	Invoice #
1/26/2024	6813

Bill To
Denfeld High School 401 N. 44th Ave. W. Duluth, MN 55807

Program/House
Logan Rauch 218-336-8830 ext 1266 logan.rauch@isd709 Haley Pykkonen 218-336-8830 ext 2081 haley.pykkonen@isd709

Rep	Terms	Due Date	Status
C	Net 30	2/25/2024	St. Louis

Description	Stay Total	Amount
2 NIGHT(S) IN Kiwanis, Rotary Up, Rotary Down, Eagles Nest 1 and Eagles Nest 2 CABIN(S) (29 CAMPERS 14 STAFF) \$24 PER PERSON/NIGHT (MINIMUM PER CABIN) Total of 43. April 1st - April 3rd, 2024	2,064.00	2,064.00
Projected balance after the deposit is paid. This amount will be due upon arrival.		-1,548.00

Invoice dates are incorrect. Camp is sending me a new invoice. If you need a copy, please let me know. ☺

A \$250.00 CLEANING FEE WILL BE CHARGED IF CABIN IS NOT CLEANED UPON DEPARTURE.

Total	\$516.00
Payments/Credits	\$0.00
Balance Due	\$516.00

This is an invoice for your down payment. You may pay for your stay in full now or you will be billed for the balance of your stay when you arrive. Your final balance will be due within 15 days of your stay.

Confidence Learning Center

1620 Mary Fawcett Memorial Dr
 East Gull Lake, MN 56401
 (218) 828-2344

Reservation

Date	Reservation #
1/26/2024	3873

Name / Address
Denfeld High School 401 N. 44th Ave. W. Duluth, MN 55807

Program/House Name
Logan Rauch 218-336-8830 ext 1266 logan.rauch@isd709 Haley Pykkonen 218-336-8830 ext 2081 haley.pykkonen@isd709

County
St. Louis

Item	Description	Cost	Qty	Total
ORGANIZED GR...	2 NIGHT(S) IN Kiwanis, Rotary Up, Rotary Down, Eagles Nest 1 and Eagles Nest 2 CABIN(S) (29 CAMPERS 14 STAFF) \$24 PER PERSON/NIGHT. (\$100 PER NIGHT MINIMUM PER CABIN) Total of 43. April 1st - April 3rd, 2024	48.00	43	2,064.00
Total				\$2,064.00

Please describe any goals or expectations for your camp visit:

I want ALL of the students to get involved. We have a lot of students who might be hesitant to do some of the activities for a multitude of reasons (embarrassed, too cool, might not think that they can do it, scared). I want all of the students in wheelchairs to be able to participate as well and experience a variety of activities that they would not typically experience at school. I want them to have just as many opportunities as the able bodied students. I expect that the counselors plan a range of activities.

Please describe the dynamics of the group you will be bringing to camp.

All of our students are under the DCD category. They range from mild/moderate to severe/profound. We have 4 students in wheelchairs and the rest of the students are able bodied. Our students in wheelchairs require 1:1 support for virtually all activities and aspects of daily life. We have 2 kids with down-syndrome and 1 student with FAS. All of the students have cognitive disabilities with low IQs. Most of the students get along, but some of them like to pick on each other. Most of the time, it's fun, but sometimes it can get mean. Our students struggle with processing different situations. They don't always understand how their actions or words affect others.

What are some of your campers' abilities?

The 4 students in wheelchairs require 1:1 support for virtually all activities and aspects of their day. Most of our students require constant monitoring for behavior and assistance with tasks. Most of the students are mostly independent with daily living skills. Most of the able bodied students are somewhat successful with physical activities (sports, outdoor activities that they are familiar with) and enjoy those games and activities.

We have a few students who are very good at art (drawing, painting etc.)

I have a lot of female students who like to do hair and make-up.

Some of the students like to sing and dance.

A few students like to camp and be outdoors.

A few students like to play basketball.

Are there any physical concerns for your campers?

We have 4 students in wheelchairs who are limited in mobility. 3 of them are wheelchair bound. 1 student can get out of her wheelchair but for a limited amount of time. These 4 students will need access to beds with rails for sleeping, wheelchair ramps, wheelchair accessible bathrooms, and adult sized changing table. Dining room tables will need to be wheelchair accessible.

2 of the able bodied students are slow walkers due to physical needs. 1 student requires a catheter change and will need a private, clean bathroom to do this task daily.

Briefly describe any behavioral or social concerns for your campers. Include negative or positive triggers or cues if applicable. For safety reasons, all aggressive behaviors must be listed:

KG - can be loud/ excessive yelling (she is nonverbal, so that is how she communicates some things)

MD - may hit or swing with her left hand if startled or if unfamiliar people are within her personal space

Students struggle with social interactions. They don't always understand how their words or actions hurt others. We have built a positive relationship with all of the students so they know that they are able to come to any of the adults with any issues they have.

Please list activities your campers may be interested in:

Bracelet/ necklace making

Nature art?

Boating/Canoeing/ Kayaking

Hiking

Ropes Course

Rock Climbing

Animal Encounters

Campfire cooking (s'mores, hot dogs, hobo meals, pudgie pies, etc.)

Campfire making

Basic wilderness survival (fire making, shelter building, navigation)

Archery

Fishing

Ax throwing

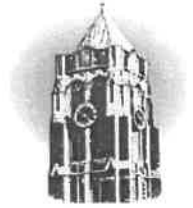
Sports

Slackline

Music / Instruments



DENFELD HIGH SCHOOL
401 N. 44th Ave. W.
Duluth, Minnesota 55807



Dear Parent/Guardian,

The Setting 3 DCD Program is excited to offer your student the opportunity to spend 2 days/2 nights at Camp Confidence, located in East Gull Lake, Minnesota. It is located very close to Brainerd, Minnesota. It is a 2 and a half hour bus ride and we will be taking 2 school buses; one regular bus and one ADA bus that will ensure the safety of students in wheelchairs for the entirety of the ride. This camp provides a multitude of different outdoor educational experiences such as fishing, a ropes course, canoeing, animal encounters, and campfire making. The cabins are all ADA compliant and we will be working on many different skills such as cooking, cleaning, relationship building and recreation/ leisure activities while staying at camp. We hope that you will allow your child to experience this amazing opportunity.

I hereby grant permission for _____, to attend Camp Confidence from May 1st through May 3rd, 2024.

Please ensure that _____ is aware of the importance of following safety guidelines and behaving responsibly during the entirety of the trip.

Print guardian name: _____

Sign guardian name: _____ Date: _____

If you have any concerns or questions, please feel free to contact us.

Sincerely,
Denfeld Setting 3 Teachers

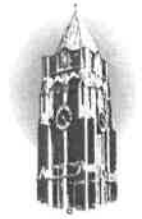
Diana Wokson
Special Education Teacher DCD
diana.wokson@isd709.org
218-336-8830 ex. 2101

Haley Pykkonen
Special Education Teacher DCD
haley.pykkonen@isd709.org
218-336-8830 ex. 2081

Logan Rauch
Special Education Teacher DCD
logan.rauch@isd709.org
218-336-8830 ex. 1266



DENFELD SENIOR HIGH SCHOOL
401 N. 44th Ave. W.
Duluth, Minnesota 55807
Main Office: 218/336-8830 · Main Office Fax: 218/336-8844
· Athletics Fax: 218/336-8842



Itinerary for Camp Confidence

May 1st-3rd, 2024

Wednesday May 1st, 2024:

9:00 am: Pack the buses, leave Denfeld for Camp Confidence

11:30-12:00 am: Arrive at Camp Confidence

12:00: Unpack, Find cabins, Explore camp

Wednesday Afternoon-Thursday Night:

Explore camp, Participate in different activities, make meals, socialize, HAVE FUN!!!

Friday Morning-

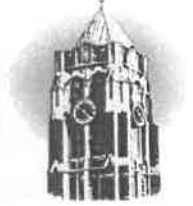
8:00 am-10:00 am Pack up, clean cabins, load buses, drive back to Denfeld

Friday Afternoon-

12:30ish: Arrive back at Denfeld. The kids will eat Gold lunch, then spend the rest of the day together decompressing and getting ready to go home.



DENFELD HIGH SCHOOL
401 N. 44th Ave. W.
Duluth, Minnesota 55807



Please provide the following contact information for your student for our Camp Confidence Trip.

Student Name: _____

Parent/Guardian Name(s): _____

Home Address: _____

Contact #1:

Name: _____

Parent/Guardian Cell Phone: _____

Contact #2:

Name: _____

Parent/ Guardian Cell Phone: _____

Emergency Contact #1:

Name: _____

Phone Number: _____

Emergency Contact #2:

Name: _____

Phone Number: _____

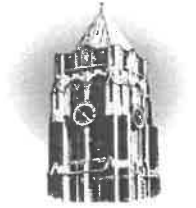


DENFELD HIGH SCHOOL
401 N. 44th Ave. W.
Duluth, Minnesota 55807





DENFELD HIGH SCHOOL
401 N. 44th Ave. W.
Duluth, Minnesota 55807



Dear Families,

The Setting 3 Program has the opportunity to go to Camp Confidence from Wednesday, May 1st through Friday May 3rd, 2024. Camp Confidence is a camp located in the Brainerd area that caters to students with varying levels of physical and cognitive disabilities. The whole camp is designed so that every student has the opportunity to participate in all of the activities. Diana Wokson, Logan Rauch and myself would like to invite you on **March ??, 2024 at 5 p.m.** to an informational night where you can learn more about the camp and ask questions. We hope that having this opportunity will ease any anxieties over whether or not your child should attend. We are hoping that every student can take part in this amazing opportunity. If there are any questions before this event, please reach out to your case manager. Thank you and we look forward to seeing you on **March ??, 2024 at 5 p.m.**

* Note: Once we have approval, we will set a date for this meeting.

Sincerely,

The Setting 3 Teachers
Haley Pykkonen, Diana Wokson, Logan Rauch

Haley Pykkonen
haley.pykkonen@isd709.org
Phone: 218-336-8830 ex. 2081

Diana Wokson
diana.wokson@isd709.org
Phone: 218-336-8830 ex. 2101

Logan Rauch
logan.rauch@isd709.org
Phone: 218-336-8830 ex. 1266



Haley Pykkonen <haley.pykkonen@isd709.org>

Congratulations, Hands on Learning Opportunity Approved

4 messages

Shannon Brown <shannon.brown@isd709.org>

Thu, Jan 11, 2024 at 10:14 AM

To: Haley Pykkonen <haley.pykkonen@isd709.org>

Congratulations, your hands-on learning opportunity was approved by the Assistant Superintendent office in the amount of \$3,000 for the Confidence Learning Center. Please send a copy of your receipts and or field trip paperwork to the Assistant Superintendent office, for tracking purposes and payment fulfillment. Remember to only send copies not originals, the originals go to the proper departments for payments. Again congratulations, I am excited about the opportunities for your students.

Please follow the regular field trip request process, but using this budget code:

01 E 005 211 161 366 013

Thank you,

Shannon

--

Shannon Brown
Executive Assistant
Office of the Assistant Superintendent
Department of Teaching, Learning and Equity
Duluth Public Schools, ISD 709
709 Portia Johnson DR Ste 108
Duluth, MN 55811
Email: shannon.brown@isd709.org
Phone: (218) 336-8739 Fax: (218) 336-8776

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Haley Pykkonen <haley.pykkonen@isd709.org>

Fri, Jan 12, 2024 at 3:00 PM

To: Shannon Brown <shannon.brown@isd709.org>

Shannon,

I was wondering if it would be possible for you to send me a copy of the grant submission I sent for the Hands on Learning Grant? Thank you.

Haley Pykkonen

[Quoted text hidden]

--

Haley Pykkonen, MSE
DCD Special Education Teacher
Denfeld High School

Our Mission: Denfeld's **Spirit** creates a safe and welcoming environment that provides **Opportunities** for all. We **Achieve** academic success, build relationships, and show **Respect** for all, so our students can accomplish their dreams, contribute to their communities, and improve our world.

Our Vision: We will work with our communities to:

- Offer engaging and differentiated academics with multiple tiers of support
- Foster accountability through proactive and restorative systems
- Prioritize relationships through social and emotional learning

Shannon Brown <shannon.brown@isd709.org>
To: Haley Pykkonen <haley.pykkonen@isd709.org>

Fri, Jan 12, 2024 at 3:45 PM

Hi Haley,

Here is the description you put on your form.

The Setting 3 DCD program at Denfeld High School would like to take their students to Confidence Learning Center. This camp provides outdoor/recreation and leisure activities that are dedicated to students with all level of cognitive disabilities. The student would have the opportunity to work on their IEP goals through cooking, cleaning, socializing and engaging in different recreation and leisure activities. The grant would be used to cover lodging and food for the entire trip.

Thanks

Shannon
[Quoted text hidden]

Haley Pykkonen <haley.pykkonen@isd709.org>
To: Shannon Brown <shannon.brown@isd709.org>

Tue, Jan 16, 2024 at 8:52 AM

Thank you!
[Quoted text hidden]



Haley Pykkonen <haley.pykkonen@isd709.org>

Fwd: Congratulations, Hands on Learning Opportunity Approved

1 message

Logan Rauch <logan.rauch@isd709.org>
To: Haley Pykkonen <haley.pykkonen@isd709.org>

Fri, Feb 9, 2024 at 7:42 AM

----- Forwarded message -----

From: **Shannon Brown** <shannon.brown@isd709.org>
Date: Thu, Feb 8, 2024 at 3:36 PM
Subject: Congratulations, Hands on Learning Opportunity Approved
To: Logan Rauch <logan.rauch@isd709.org>

Congratulations, your hands-on learning opportunity was approved by the Assistant Superintendent office in the amount of \$3400.00 to camp. Please send a copy of your receipts and or field trip paperwork to the Assistant Superintendent office, for tracking purposes and payment fulfillment. Remember to only send copies not originals, the originals go to the proper departments for payments. Again congratulations, I am excited about the opportunities for your students.

Please follow the regular field trip request process, but using this budget code:

01 E 005 211 161 366 013

Thank you,

Shannon

--
Shannon Brown
Executive Assistant
Office of the Assistant Superintendent
Department of Teaching, Learning and Equity
Duluth Public Schools, ISD 709
709 Portia Johnson DR Ste 108
Duluth, MN 55811
Email: shannon.brown@isd709.org
Phone: (218) 336-8739 Fax: (218) 336-8776

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--
Logan Rauch (he / him / his)
Special Education Teacher - DCD / SMI Setting 3
Denfeld High School
218-336-8830 ext. 1266

2/26/24, 7:14 AM

Duluth Public Schools Mail - Fwd: Congratulations, Hands on Learning Opportunity Approved

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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: Danette Sjae
Not Recommended _____ Date: 3/1/24

Assistant Superintendent: Recommended _____ Name: Anthony Bush
Not Recommended _____ Date: 3/1/24

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: : **HOSA 11th and 12th Grade**
2. Contact Person (Responsible for Checklist Completion): **Kimberly S. Olson** _____
3. Field Trip Date(s): April 7-9, 2024 Destination: River's Edge Convention Center, St. Cloud Minnesota
4. Field Trip Overview (Include events, establishments and locations): General information regarding the State HOSA Conference is available at www.HOSA.org. Select the conferences tab from the top of the page and then select statel Leadership Conference. The 2023 SLC will have information
5. Field Trip Departure from School (Date and Time): Apr 7, 2024 TBA time Approximately 0500
Field Trip Return to School (Date and Time): April 9th, 2024
6. Objectives of Field Trip: Students will be competing at State HOSA Future Health Professionals formerly (Health Occupations Students of America) State Conference Leadership.
7. Relationship to Curriculum or Student Learning: **Health Occupations Students of America is a National Career and Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.**

The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all healthcare occupations education students, therefore helping the students to meet the needs of the healthcare community.

HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE, Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident speaking, and writing skills.
8. Planned Follow-up Field Trip Activities: Article for paper.

9. Field Trip Budget Request Awaiting

Estimated Expenses	
Total Admission/Fees ~\$50.00 1 chaperone Student fee \$100.00 approx 14	\$ 1050.00
Total Meals Three meals a day at 3 days \$27.00/day = \$81.00	\$ 81.00
Total Lodging 5 rooms x 2 nights 156.55 a night	\$ 1,565.50
Total Transportation 2 School District Vehicle(s) Commercial Transportation Carrier ~ Name: round trip \$50.00 approx. <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$ 200.00
Total Advisor cost meals 81.00, conference fee \$50.00, Hotel \$313.10, transportation 474.10 this is if we can get by with 2 vans and need another driver	Perkins~ \$474.10
Other: Airfare Approx.	

Total	\$ 3,004.50
--------------	------------------------------

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees Admission \$100.00 ~14 students		\$ \$1400.00
Meals three covered with admission fee		\$ self pay
Lodging \$1252.40 x 12 students(79.00 each)		\$ 1252.40
Van		\$30.00
Total Additional Stipends: HOSA Activity		\$
Total	"Students will all be self-pay"	\$ 209.00 each

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

See attached email

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

Signature of Contact Person: Kimberly Olson Instructor

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.

- x Arrange Funding of Expenses During Trip

- x 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: Kimberly Olson Instructor



1 Horace Mann Plaza
Springfield, IL 62715-0001

Minnesota Identification Cards
Horace Mann Property and Casualty Insurance Company

Report a claim: 800-999-1030 | horacemann.com

Fast Glass claim: 888-321-9391 | safelite.com

Agent: Joseph Klueenberg
218-624-2815
Joseph.Klueenberg@horacemann.com

Named insured(s):
DANETTE SEBOE
LANCE SEBOE
5891 HIGHWAY 2
HERMANTOWN, MN 55810

Below are your official insurance identification cards.

MINNESOTA INSURANCE IDENTIFICATION CARD		MINNESOTA INSURANCE IDENTIFICATION CARD	
POLICY # 65000282330101	EFFECTIVE DATE 01/01/2024	POLICY # 65000282330101	EFFECTIVE DATE 01/01/2024
NAMED INSURED(S) DANETTE SEBOE LANCE SEBOE	EXPIRATION DATE 07/01/2024	NAMED INSURED(S) DANETTE SEBOE LANCE SEBOE	EXPIRATION DATE 07/01/2024
	VIN 1GNSKCE03CR117687		VIN 1GNSKCE03CR117687
AGENT Joseph Klueenberg 218-624-2815	YEAR MAKE 2012 Chevrolet	AGENT Joseph Klueenberg 218-624-2815	YEAR MAKE 2012 Chevrolet
	MODEL Tahoe Ltz		MODEL Tahoe Ltz
Report a claim: horacemann.com or 800-999-1030		Report a claim: horacemann.com or 800-999-1030	
Please keep this card in your vehicle as proof of insurance. This policy contains the minimum limits prescribed by Minnesota law.		Please keep this card in your vehicle as proof of insurance. This policy contains the minimum limits prescribed by Minnesota law.	
Horace Mann Property and Casualty Insurance Company NAIC # 0300-22756 P.O. BOX 4506 SPRINGFIELD, IL 62708-4506		Horace Mann Property and Casualty Insurance Company NAIC # 0300-22756 P.O. BOX 4506 SPRINGFIELD, IL 62708-4506	

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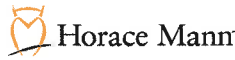
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VIN 5NMS6DAJXPH607393	
AGENT Joseph Klueenberg 218-624-2815	YEAR MAKE 2023 Hyundai MODEL Santa Fe Xrt Awd

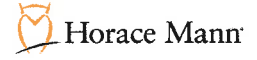
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Springfield, IL 62715-0001

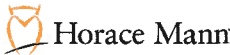
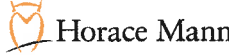
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11/15/2023 10:00 AM

