

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: Jb W. Tuder
 Not Recommended Date: 1/11/23

Assistant Superintendent: Recommended Name: Anthony B...
 Not Recommended Date: 1/17/23

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: Denfeld EBD setting 3 classes
2. Contact Person (Responsible for Checklist Completion): Anna O'Neil
3. Field Trip Date(s): May 10-13 Destination: Wolf Ridge Environmental Learning
4. Field Trip Overview (Include events, establishments and locations): 3 day/2 night ~~center~~ center
immersive learning involving environmental, science, geology
physical education, social emotional learning.
5. Field Trip Departure from School (Date and Time): 5-10 9am
- Field Trip Return to School (Date and Time): 5-13 3³⁰ pm
6. Objectives of Field Trip: provide outdoor education in a variety of
disciplines to students within EBD setting III program to students
7. Relationship to Curriculum or Student Learning: who do not otherwise have resources
to access this type of experience.
8. Planned Follow-up Field Trip Activities: extended learning on each subject
covered during the experience. Social and transition
skills debriefing, Career exploration.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$1978.00
Total Meals	\$included
Total Lodging	\$included
Total Transportation	\$
<input checked="" type="checkbox"/> School District Vehicle(s) <u>School Van license pending</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input checked="" type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Anna O'Neil</u>	
Total Additional Stipends:	\$NA
Other:	\$
Total	\$1978.00

Revenues		
District Budget	Code: <u>01E005211101360</u>	\$1978.00
Booster Group	<u>205</u>	\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$1978.00

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL