

## 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: Darren Sheldon  
 Not Recommended Date: 1/23/17

Assistant Superintendent:  Recommended Name: A. Starzwicki  
 Not Recommended Date: 1/24/17

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: Lakewood Grade 4-5
2. Contact Person (Responsible for Checklist Completion): Darren Sheldon
3. Field Trip Date(s): 4/13-14 Destination: St. Paul - Science Museum
4. Field Trip Overview (Include events, establishments and locations): Attached

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5. Field Trip Departure from School (Date and Time): April 13, 12:30 PM  
 Field Trip Return to School (Date and Time): April 14, 12:30 PM
6. Objectives of Field Trip: Explore various science concepts

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7. Relationship to Curriculum or Student Learning: Exhibits and programs hit basically all science standards
8. Planned Follow-up Field Trip Activities: Science Museum is coming to do two assemblies at our school.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$ 0
Total Meals		\$ 0
Total Lodging		\$ 0
Total Transportation		\$ 0
<input checked="" type="checkbox"/> School District Vehicle(s)	<i>Used transportation that will be paid on King Flynt Hills.</i>	0
<input type="checkbox"/> Commercial Transportation Carrier - Name:	_____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) - Name:	_____	
Total Additional Stipends:		\$ 0
Other:		\$
<b>Total</b>		<b>\$ 0</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</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).  
*NA* **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. *1 for every 8*
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

**TIME**

12:30 pm  
Everything Else  
12:30 pm

**LOCATION**

Leave Lakewood School - April 13  
Attached  
Return to Lakewood School - April 14

- 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: 

*Teachers are being provided the option of attending or not.*

## Flint Hills Resources Science Matters Camp-In Schedule (Tentative)

### Thursday

2:00-4:00 PM	Arrival and brief introduction to the Camp-In
till 5:30 PM	Explore the museum
5:30-6:00 PM	Pizza buffet dinner
6:00-6:25 PM	Introductions & Camp-In Welcome Show
6:30-10:00 PM	<b>Exploration Block</b> <ul style="list-style-type: none"><li>• Explore the museum galleries and exhibits</li><li>• Visit as many Explore Science Stations (ESSs) as you can!</li><li>• Snack and break</li></ul>
10:15-10:45 PM	Campsite set-up on the exhibit floors
~11:00 PM	Lights out!

### Friday

6:30-7:00 AM	Campsite cleanup and gear storage
7:00-7:30 AM	Continental breakfast
7:30-8:00 AM	Science LIVE Show: <i>Super Cool Science</i>
8:00-8:45 AM	Exhibit exploration/Explore Store visit
9:00-9:45 AM	Omnitheater presentation: <i>A Beautiful Planet</i>
~10:00 AM	Camp-In concludes



## When Are We Coming to SMM?

All three of the Flint Hills Resources Science Matters Camp-Ins will be Thursday to Friday events. Schools will arrive between 2:00 – 4:00 PM on their respective Thursday, and will depart the museum the following Friday morning around 10:00 AM. Below are the three 2017 Flint Hill Resources Science Matters Camp-Ins dates, with invited schools:

- **February 16-17, 2017 (4:00 PM Thursday – 10:00 AM Friday)**  
**Schools Invited:** Discovery Charter School (Inver Grove Heights), Gideon Pond Elementary (Burnsville), Nativity of Mary School (Bloomington), St. Wenceslaus School (New Prague).
- **March 16-17, 2017 (4:00 PM Thursday – 10:00 AM Friday)**  
**Schools Invited:** Maple River Elementary (Minnesota Lake), St. Edwards School (Minneota), Mahnomon Elementary and St. Michaels School (Mahnomon), St. Charles Elementary (St. Charles), Pine Harbor Christian Academy (Hastings), Cityview Community School (Minneapolis).
- **April 13-14, 2017 (4:00 PM Thursday – 10:00 AM Friday)**  
**Schools Invited:** Clearbrook-Gonvick Elementary (Clearbrook), Lakewood Elementary (Duluth), Kenny Community School (Minneapolis), Badger Elementary (Badger), Crestview Elementary (Cottage Grove), Lyndale Community School (Minneapolis).

**If you have any questions, please contact Doug Raney,  
at (651) 221-4553 or [draney@smm.org](mailto:draney@smm.org)**