

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: Jim Audts
 Not Recommended Date: 10-31-12

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 11/6/12

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: Duluth FFA
2. Contact Person (Responsible for Checklist Completion): Jennifer Madlote FFA Advisor
3. Field Trip Date(s): Dec. 6-7, 2012 Destination: UofM-Crookston
4. Field Trip Overview (Include events, establishments and locations): Students participate in Career development events (competitions) at this invitational. Events take place on the UMC Campus. Students may also earn awards + Scholarships.
5. Field Trip Departure from School (Date and Time): 1:30pm Thurs. Dec. 6, 2012
Field Trip Return to School (Date and Time): ~~6:00~~ 7:00 pm. Friday Dec 7, 2012
6. Objectives of Field Trip: Students prepare for the career competitions. This gives them the opportunity to see what they've learned as they prepare for region and hopefully state events! This is also a great team building experience!
7. Relationship to Curriculum or Student Learning: Students use what they've learned in their Agriculture class and also goes beyond classroom expectations.
8. Planned Follow-up Field Trip Activities: Students share what they gained with other FFA members. This helps to motivate and build our local chapter
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>(7 students) Registered + 1 meal ea.</u>	\$ <u>84.00</u>
Total Meals	<u>(25.00 ea)</u>	\$ <u>200.00</u>
Total Lodging	<u>(86.74/night)</u>	\$ <u>433.70</u>
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>Van to Grand Rapids \$100. Then will go with</u>	400.00
<input type="checkbox"/> Commercial Transportation Carrier ~ Name:	<u>Grand Rapids FFA on school bus</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	<u>\$ 300</u>	
Total Additional Stipends:		\$
Other:	<u>Substitute cost 1/2 day</u>	\$ <u>50.00</u>
Total		\$ <u>1167.70</u>

Revenues		
District Budget	Code:	\$
Booster Group	<u>Student club account</u>	\$ <u>787.76</u>
Donations	<u>Perkins (Advisor, Substitute), Meals</u>	\$ <u>170.00 =</u>
Student Fees		\$ <u>210.00</u>
Total Additional Stipends:		\$
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. *OKAY*
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

see attached

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

Signature of Contact Person: *Jennifer J Madole ext 4035*

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: *Jennifer J Madole
ext. 4039*

Duluth FFA Itinerary

University of Minnesota Crookston- Ag and Natural Resources Activities Day

Thursday, Dec. 6, 2012

- 1:30 p.m. Leave East HS
- 3:00 p.m. Arrive Grand Rapids High School and board school bus
- 6:00 p.m. Arrive Crookston and hotel check in.
- 6:30 p.m. Dinner and/or trip to Cabela's Sporting Goods in East Grand Forks, ND
- 9:00 p.m. Return to hotel for some study/swim time
- 10:30 p.m. Lights out

Friday, Dec. 7, 2012

- 6:45 a.m. Leave hotel for UMC
- 7:15 a.m. Check in and Registration for CDE's
- 8:00 a.m. Events begin
- 1:00 p.m. Awards Ceremony
- 2:00 p.m. Leave for home
- 5:00 p.m. Arrive Grand Rapids and leave for Duluth
- 6:30 p.m. Arrive at East HS

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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: Denise Clairmonte
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 11/6/12

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: 10-1-17

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Thunder Bay Trip
2. Contact Person (Responsible for Checklist Completion): Bruce Huhn
3. Field Trip Date(s): May 29 - 30, 2013 Destination: Thunder Bay Canada
4. Field Trip Overview (Include events, establishments and locations): See attached Schedule

5. Field Trip Departure from School (Date and Time): 6:30 AM - May 29, 2013
Field Trip Return to School (Date and Time): 2:15 PM - May 31, 2013
6. Objectives of Field Trip: Geography and Culture, First Country experience, and Teaching a Life Skill.
7. Relationship to Curriculum or Student Learning: Foreign Country we can visit.

8. Planned Follow-up Field Trip Activities: Pre-teaching about money, language, and cultural differences.

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:	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$

11. Reviewed/Completed Request Checklist: Yes No

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DIRECTIONS: Please complete checklist. No attachments are necessary.

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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

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

Signature of Contact Person: _____

Bruce J. [Signature]

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: _____

Bruce J. [Signature]

Thunder Bay

The total cost of the trip is \$230.00. You must pay \$50.00 down to sign up your student. Please make checks payable to Lincoln Park School. The remaining \$180.00 is due by May 1, 2013. If, for any reason, your student can't go the money will be refunded. All grade 7 students are eligible to go on the trip.

Students must be making progress in their classes to be eligible. They must follow all school rules and policies to participate in the trip. They must have regular school attendance. They must have fewer than 30 tardies to classes. They may not have more than 4 referrals, to include bus reports, ISS, or OSS during the school year. U conduct grades will be considered.

If you have any more questions please contact me at school at 336-8880 ext. 3308

Bruce Holm

Thunder Bay Schedule

Wednesday, May 29, 2013

6:30 AM Leave from in front of Lincoln Park
10:00 AM Stop at Ryden's Store to exchange money.
1:00 PM Lunch at McDonalds on Arthur Street
2:00 PM Arrive at Lakehead University.
3:00PM Meet with the Thunder Bay Mayor at city hall
4:00 PM Tour University
5:00 PM Dinner at University Cafeteria
6:15 PM Leave University for Movie Theater
11:00PM Everyone in your dorm building
12:00 Midnight Lights out

Thursday, May 30, 2013

8:00 AM Wake up
8:30 AM Breakfast in University Cafeteria
9:30 AM Leave for Old Fort William
10:00AM Begin tour of Old Fort William
Noon Leave for mall
3:00 PM Swim at Canadian Games Complex
6:00 PM Return to the University for dinner
7:00 PM Dinner at University cafeteria
8:00 – 11:00 PM Dance at University
11:00 PM In your dorm building
12:00 Midnight Lights out

Friday, May 31, 2013

6:30AM Wake up
7:15 AM Breakfast in University Cafeteria
8:15 AM Room cleanup (all garbage in basket) and inventory
9:00AM Leave for home with stop at Ryden's to change money.
12:00 Noon Lunch at Culvers in Two Harbors.
2:15 PM Arrive at Lincoln Park (estimated)

Memorandum

To: MSHSL
CC: Bonnie Fuller-Kask, Duluth East Nordic Ski Coach
From: Duluth School Board
Date: 10/10/2012
Re: Yellowstone Nordic Ski Trip

Background:

The MSHSL has requested that the Duluth School board give permission for the 11th annual Yellowstone Nordic Ski Trip. This is a community trip where several local coaches take kids from the following schools to ski in Yellowstone: East, Central, Denfeld, Marshall, Two Harbors, Ely, Mesabi East, Cloquet, Hermantown, and St. Cloud Tech.

The trip is run through a local company, Superior Performance. None of the bills will come to any of the schools. Duluth Public Schools does not fund this trip and the only connection ISD 709 has is that our coach is one of the chaperones, and a few of our Duluth skiers are going. ISD 709 does not accept any liability beyond this notification.

From Dave Stead, MSHSL (dstead@mshsl.org)

Even though this trip is not an official ISD 709 Nordic Ski event, a determination was made by the MSHSL about travel where the schools team members and coach travel together in season. If the coach doesn't go and the trip is voluntary for anyone who wants to go travel during their vacation, that's not an issue. If the coach is involved, the trip is then considered to be a school team trip. So, yes, in that instance, approval from the school boards would be necessary.

The 4 points below are in response to the MSHSL Travel Policy.

1. Itinerary: Leave Duluth at 5:00pm on Fri., Nov.16, 2012
Arrive Kelly Inn, West Yellowstone on Sat., Nov.17
Leave West Yellowstone at 4:00pm on Fri., Nov. 23
Arrive Duluth on Sat., Nov.24
2. All skiers pay for their own trip. No funds are received from the School.
3. Title IX: Both boys and girls are welcome on the trip.
4. ISD 709 School Board: Please approve travel for the East Nordic Skiing Boys and Girls Teams.

Summary

The Yellowstone Ski trip has been a long standing tradition in the ski community. Even though ISD 709 is not sponsoring it, and it is not on our schedule. Please consider this a letter of permission for the coaches and Duluth student athletes to participate.

Bonnie Fuller-Kask, Head Coach Duluth East Nordic Ski Team
218-724-2775 - coachbonnie@cpinternet.com
www.duluthenordic.org

From: Dawn & Shawn Miller [dawnmiller07@me.com]
Sent: Tuesday, October 16, 2012 8:45 AM
To: tom r. pearson
Subject: Re: Ironwood Practice?

Here is our itinerary. I used the East form and filled in our itinerary. Do you need anything else from me? When do you think we will have approval? The sooner the better so that I can get the info. out to the skiers at our team and parent meetings.

1. Itinerary: Leave Duluth at 3:45pm on Fri., Nov. 30, 2012

Arrive at Wolverine Village in Ironwood MI by 6pm on Fri., Nov. 30

Leave Ironwood MI by 1pm on Sun., Dec. 2, 2012

Arrive Duluth by 3pm on Sun., Dec. 2nd

2. All skiers pay for their own trip. No funds are received from the School.

3. Title IX: Both boys and girls are welcome on the trip.

4. ISD 709 School Board: Please approve travel for the Denfeld Nordic Skiing Boys and Girls Teams.

On Oct 8, 2012, at 2:38 PM, tom r. pearson wrote:

Dawn - I was thinking this policy was "scratched", but it's still in effect. Please read below. Tom

<https://webmail.duluth.k12.mn.us/owa/Eddie.Crawford@duluth.k12.mn.us/?ae=Item&t=IPM.Note&id=RgAAAAAeQRAvTs...> 10/16/2012