<u>DISTRICT 709</u> 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:

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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: | 7 Approved | Name: | | | | | |
| | □ Not Approved | Date: | | | | | |
| SUPPLEMENTAL TRIP ACTION | ON | | | | | | |
| Principal: | Approved | Name: | | | | | |
| | □ Not Approved | Date: | | | | | |
| | | | | | | | |
| Instructional/Supplemental Trips need not be sent to District office. | | | | | | | |
| EXTENDED TRIP ACTION | | | | | | | |
| Principal: | Recommended | Name: Tom Causeautt | | | | | |
| | □ Not Recommended | Date: | | | | | |
| Assistant Superintendent: | Recommended | Name: Anthon By | | | | | |
| | □ Not Recommended | Date: 1/17/22 | | | | | |
| School Board: | ☐ Approved | Name: | | | | | |
| Concor Board. | | 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 | e of Submission: | |
|------|---|---|
| Тур | e of Trip: Instructional Supplementary Extended | |
| 1. | Organization/Grade/Course Planning Trip: Homecroft 5th grade | |
| 2. | Contact Person (Responsible for Checklist Completion): NICOLE MUNTHE PHIL | IR INAPMANEA |
| | Contact Person (Responsible for Checklist Completion). RICOTE PROTECTION (Responsible for Checklist Completion). | TI. AAN |
| 3. | Field Trip Date(s): 3-6-23-3-8-23 Destination: WOLF RIDGE FLC | 214 MIN |
| 4. | Field Trip Overview (Include events, establishments and locations): Attend and St learning winter survival skills, including some MN Standards, and returning after Znights and | <u>ay at</u> woirki Science 3 days. |
| 5. | Field Trip Departure from School (Date and Time): March 6th 2023 8. | 30AM |
| | Field Trip Return to School (Date and Time): March 8th, 2023 1:4 | 15PM |
| 6. | Objectives of Field Trip: To cover MN Science Standards | and to |
| | teachour students survival skills & Cooperation | |
| 7. | Relationship to Curriculum or Student Learning: 5, 3, 4, 1, 5, 5, 4, 2, 1 | 3 Skill |
| | 5.4.4.1.1, 5.1.3.2.1, 54.1.1.1 | |
| | | , , |
| 8. | Planned Follow-up Field Trip Activities: Students will Complete wa | rking journ |
| | while there and we will tollow up with | a presental |
| 9. | on google ślides when we return. | |
| ٠. | | |
| | Estimated Expenses | A 17 m |
| | Total Admission/Fees Students, choperones, teachers | \$ 12,500 |
| | Total Meals (Snacks) Total Lodging | \$ 200 |
| | Total Transportation | \$ |
| | School District Vehicle(s) | • |
| | Commercial Transportation Carrier ~ Name: | |
| | Private Vehicle (requires certificate of insurance) ~ Name: | |
| | | 1200 |
| | Total Additional Stipends: | \$ |
| | Other: | \$ |
| | Total | \$13,900 |
| | Revenues | |
| | District Budget Code: \$ | |
| | Booster Group \$ | |
| | Donations \$ 2000 | |
| | Student Fees \$12,500 | |
| | Total Additional Stipends: \$ | |
| | Total \$ 14,500 | |
| 11. | | |

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

| N | 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 |
|----------------------|---|
| 0-23 1-23 8-23 | 3 10:30AM Acrive Wolf Ridge |
| X X | Maintain Student Roster and Check-in/Check-out Procedure Arrangement for Safety Needs (i.e. crossing guards) |
| Signa | ature of Contact Person: <u>Micale Munthe</u> |
| | FIELD TRIP REQUEST CHECKLIST – Extended Trip Only DIRECTIONS: Please complete checklist and attach all appropriate materials. |
| N X X X | 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: Micale Musthe

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